Amiga®
TEXTCRAFT
Plus™

Textcraft Plus was developed by International Consumer Technologies Corporation.

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Table of Contents

Chapter 1—Introduction 1
How to Learn Textcraft Plus 1
About This Manual 2

Chapter 2—Getting Started 3
Opening Textcraft Plus 3
Copying Textcraft Plus Onto an Empty Project Disk 4
Copying Textcraft Plus Onto a Hard Disk 5
Learning the Latest About Textcraft Plus 6
Learning the Basics 7
—Using the Mouse 7
—Getting Familiar With the Textcraft Plus Screen 7
—Using the Cursor 10
—Using Requesters 11
Getting Help 13
—From the Help Menu 13
—From the Tutorials 15
A Quick Review of Textcraft Plus 16
—Opening Textcraft Plus 16
—Starting a New Document 16
—Typing Text and Fixing Errors 17
—Saving and Naming the Document 17
—Printing the Document 19
Closing Textcraft Plus 19
Forging Ahead 20

Chapter 3—Creating a Document 21
Before You Start Typing 21
—Setting the Screen Display 21
—Setting the Layout 23
—Using the Requester 25
—Using the Screen 25
—Setting Type Styles 29
Typing in Text 30
Naming and Saving Your Document 31
—Some Notes on Saving 33
Discarding a Document 34

Chapter 4—Editing a Document 35
Getting and Saving a Document (Loading a File) 35
Moving Through Your Document 38
Selecting Text 39
—Using the Select Menu 40
—Using the Pointer 41

Cutting, Erasing, and Moving Text 42
Changing Text Format 45
Changing Type Styles 46
Finding and Replacing Text 46
Reverting 48

Chapter 5—Using Ready-Made Forms 49
Understanding Ready-Made Forms 49
Loading a Saved Form 52
Using the Business Letter Form 52
Using the Technical Report, Business Report, or Term Paper Forms 55
Using the Book and Article Bibliography Forms 56
Using the Memorandum Form 58
Using the Resume Form 60
Using the Envelope Form 62

Chapter 6—Printing a Document 63
Before Printing 64
Printing 65
Using Print Merge 66
—Creating a Document With Merge Words 67
—Creating a Merge List 68
—Printing with Print Merge 70
—Additional Information 71

Chapter 7—Textcraft Plus Reference 72
Using Keyboard Shortcuts 72
Using the "Keyboard" Item 73
—Table 1: List of Keyboard Shortcuts 73
—Table 2: Textcraft Plus Menus 77

Appendix
Appendix A: Samples of Ready-Made Forms 81
—Business Report Form 81
—Term Paper Form 82
—Memorandum Form (Without Address) 83
—Chronological Resume 84
—Analytical Resume 85
Appendix B: Typing Accents 86

Glossary 87

Index 95

Chapter 1

Introduction

Welcome to Textcraft Plus™, a versatile word processor bringing Amiga® power to your writing tasks in the office, at school, or at home. Textcraft Plus makes it easy and fun to write personal and business letters, memos, reports of any kind, even resumes. And everything you need to know is at your fingertips.

Here's how Textcraft Plus does your work for you:

- provides mouse control for easy operation
- displays complete menus in common-sense language
- provides ready-made forms for letters, reports, memos, resumes, and envelopes
- provides keyboard shortcuts to speed operations
- provides complete help at the click of a button

How To Learn Textcraft Plus

If you're new to computers or to word processing, it is suggested that you first read the *Introduction to the Amiga* that came with your Amiga. Then read all of this manual, doing the operations as you read them. Take time to write and experiment with your own documents. Play with the mouse, work with menus and forms, practice making changes, and print what you come up with. You'll learn Textcraft Plus best by using it, and no harm can come from mistakes.

If you're familiar with computers or word processors, you can learn about Textcraft Plus by reading the general information in Chapter 1 and the short overview of starting a document in Chapter 2. You can then experiment, referring when necessary to the Textcraft Plus Help Menu, the Tutorials in the Workbench, and the tables in Chapter 7.

About This Manual

This manual has seven chapters, beginning with this introduction:

Chapter 2, Getting Started, shows you how to run Textcraft Plus, how to get help, and gives an overview of how Textcraft Plus works.

Chapter 3, Creating a Document, shows you how to set up, type, review, and save a document.

Chapter 4, Editing a Document, shows you how to retrieve and make changes to a document.

Chapter 5, Using Ready-Made Forms, explains how ready-made forms work and shows you how to use them.

Chapter 6, Printing a Document, shows you how to print a document and how to use Print Merge to print form letters.

Chapter 7, Textcraft Plus Reference, shows you some keyboard shortcuts.

Appendices A and B give examples of documents made using Ready-Made Forms and show you how to type accents.

Glossary defines key words, which are displayed in *italics* the first time they appear in the manual.

Index

Chapter 2

Getting Started

This chapter gives you an overview of how to open Textcraft Plus, how to use it, and how to get help when you need it. You will then create a document using what you have learned.

Opening Textcraft Plus

1. Turn on the Amiga and your monitor. Insert your *Kickstart*™ (Version 1.2) disk into the internal drive when you are asked to.

2. When the Amiga asks for a *Workbench*™, insert the Textcraft Plus disk. The Textcraft Plus disk icon appears beneath the Workbench title bar.

3. Using the *mouse,* move the pointer to the disk *icon* and double-click the *Selection Button,* the left button on the mouse. A *window* appears with icons for Textcraft Plus, Preferences, a document called "Read Me for News," and other Amiga and Textcraft Plus features.

4. Copy the Textcraft Plus disk onto either an empty Project disk or onto your hard disk using the following directions.

Copying Textcraft Plus Onto an Empty Project Disk

WARNING: You *must* write protect your original Textcraft Plus disk. The write protect tab should be in the *open* position.

1. Move the pointer to the disk icon and click the Selection Button.

2. Move the pointer to the top title bar, hold down the *Menu Button* (the right button on the mouse), and *display* the Workbench Menu.

3. While still pressing the Menu Button, move the pointer to "Duplicate," the third *item* on the Workbench Menu. *Choose* the item by releasing the Menu Button. A *requester* appears; this is the Amiga communicating with you.

4. Follow the instructions in the requesters. Move the pointer to "Continue" and click the Selection Button once to continue.

5. When you have copied Textcraft Plus onto your disk, put the write/protect tab on the original Textcraft Plus disk in the protect position and store it in a safe place.

6. Reset the Amiga by simultaneously pressing the CTRL key and both AMIGA keys on either side of the SPACE BAR. When the Amiga asks for a Workbench, insert the copy of Textcraft Plus.

7. Select the copy of Textcraft Plus icon. Choose "Rename" from the Workbench menu. Rename the new drawer **Textcraft Plus.**

8. Move the pointer to the Textcraft Plus disk icon and double-click the Selection Button. From now on, use this new copy of Textcraft Plus instead of the original disk.

NOTE: If you need more help with disk duplication, consult Chapter 3 in *Introduction to the Amiga*.

Copying Textcraft Plus Onto a Hard Disk

WARNING: You *must* write protect your original Textcraft Plus disk. The write protect tab should be in the *open* position.

NOTE: Throughout this procedure your hard disk drive is referred to as DH0. If you have an A2088 Bridgeboard, or an A1060 Sidecar, and you are going to install Textcraft Plus on an Amiga partition of a PC hard disk using the Janus library, then use **JH0:** instead of **DH0:**

1. If you have not already formatted your hard disk, then do so according to the instructions that came with the disk drive.

2. If you have not already copied Workbench to your hard disk, then do so now, according to the instructions that came with your disk drive.

3. Open the hard disk window by clicking twice on the hard disk icon.

4. Duplicate the empty drawer inside this window.
   a. Single click on the empty drawer.
   b. *Display* the Workbench menu by moving the pointer to the top title bar, and holding the *Menu Button*, the right button on the mouse, down. While still holding the Menu Button down, move the pointer to "Duplicate," the third *item* on the Workbench Menu. *Choose* the item by releasing the Menu button.
   c. Single click on the copy of Empty drawer icon.
   d. Choose "Rename" from the Workbench menu. A *Requester* appears; this is the Amiga communicating with you.
   e. Rename the new drawer **Textcraft.**

5. Open this new drawer by clicking twice on its icon.

6. Open the Textcraft Plus disk.

7. Drag the following icons, one at a time from the Textcraft Plus Window into the Textcraft drawer, or use extended selection to copy all of these items at once.
   - Textcraft
   - Tutorials
   - Merge List
   - Read Me For News
   - Main Document
   - TCforms
   - tc
8. Go back to the Hard disk window by clicking once on the *Front Gadget*, the white box on the top right corner of the window. Inside the Hard disk window open CLI. (This is usually inside the system drawer.)
9. Make sure that your hard-disk-boot Workbench is in drive **Ø**.
10. Type the following to get into the startup sequence on your Workbench boot disk:

    Ed DFØ:s/startup-sequence <RETURN>

11. When you are inside the startup sequence insert the following statement immediately after the binddrivers.

    Assign "Textcraft Plus:" DHØ:Textcraft <RETURN>

12. Cursor down to the end of the startup-sequence, and hit **<Esc>** and type **X**, then hit **<RETURN>** to save your change and exit the startup sequence.
13. Type **Endcli <RETURN>** to exit CLI.
14. Exit the System by clicking once in the small white box on the top left corner of the window.
15. When you have copied Textcraft Plus onto your hard disk, make sure the write/protect tab on the original Textcraft Plus disk is in the protect position and store it in a safe place.

NOTE: If the above method does not successfully copy Textcraft Plus to your hard disk, see the instructions that came with your hard disk drive.

Learning the Latest About Textcraft Plus

Even though this manual is as up to date as possible, Textcraft Plus may have been improved even more since publication. A special document called "Read Me For News" explains recent improvements. To read it, move the pointer to the "Read Me For News" icon in the Workbench

window and double-click the selection Button. Move through the document by clicking the Selection Button on the downward-pointing arrow in the lower right corner of the screen. When you are finished reading, move the pointer to the *close gadget*, the square in the upper left corner of the screen, and click the Selection Button to return to the Workbench.

When you learn how to print documents in Chapter 6, print "Read Me For News" to be sure you have a paper copy of it.

Learning the Basics

Using the Mouse

In the first part of this chapter, you have already performed four mouse actions you need to know to operate Textcraft Plus: *pointing*, *selecting*, *displaying*, and *choosing*.

Pointing means using the mouse to move the pointer onto a particular icon, gadget or character on the Textcraft Plus screen.

Selecting means clicking or double-clicking the Selection Button while pointing to something. It also can mean holding down the Selection Button while moving the pointer, an action which highlights text.

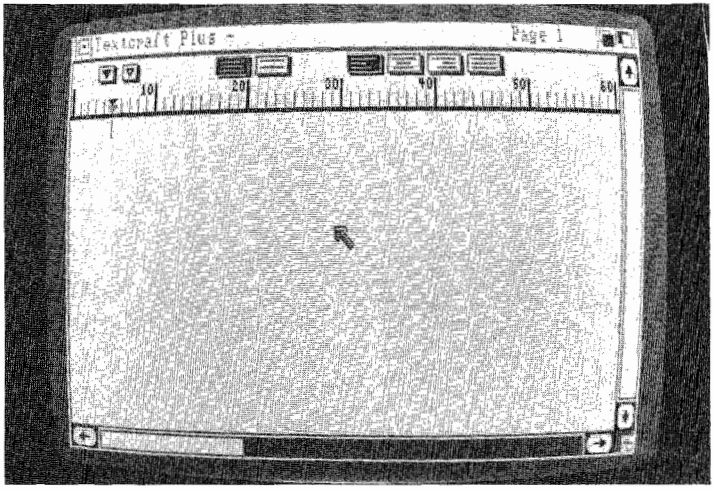
Displaying means pointing to the title bar while holding down the Menu Button, which opens the "pull-down" menus one at a time. The pointer location determines which menu is displayed.

Choosing means pointing to a particular item in a menu, then releasing the Menu Button when the item becomes highlighted.

Throughout this manual, these four terms will be used in the senses described above.

Getting Familiar with the Textcraft Plus Screen

Open Textcraft Plus by selecting (double-clicking) the Textcraft Plus icon in the Workbench window. When Textcraft Plus is loaded, the screen looks like this:

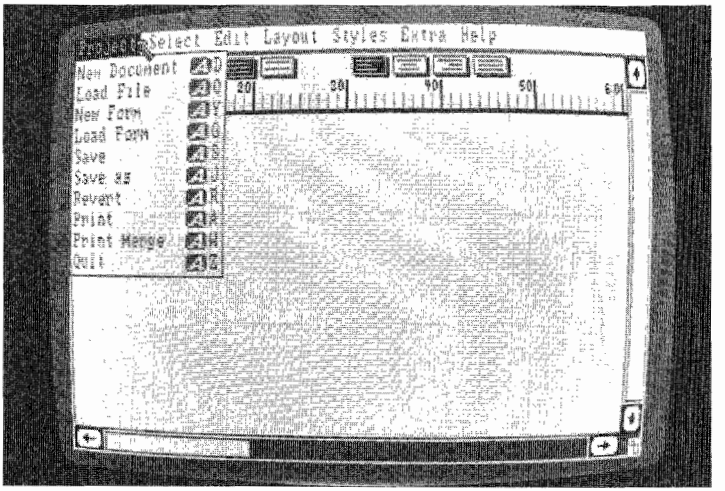


The screen has five parts:

- The title bar and menu area
- The line spacing and text alignments area
- The ruler area
- The document window
- The scrolling bars

The *title bar* tells you the program name ("Textcraft Plus"), the name of the currently open document, and the page on which the cursor is located in the current document.

The title bar becomes the *menu area* when the Menu Button is held down. A menu appears when you point to one of seven menu headings: Project, Select, Edit, Layout, Styles, Extra, and Help. The menu area remains displayed for as long as you hold down the Menu Button. The Project Menu, for instance, looks like this:



This table describes the functions of each menu. Display each menu and choose some items to become familiar with their uses.

MENU	PURPOSE
Project	To start, save, retrieve, print, and print merge a document; to use Ready-Made Forms; and to close Textcraft Plus.
Select	To help highlight (select) varying amounts of text that you want to cut, copy, move, or in other ways change.
Edit	To undo recent typing, and to cut, erase, copy or paste selected text.
Layout	To set the appearance of documents, add special lines of text (*headers or footers*) to the top or bottom of pages, insert title pages, and tell Textcraft where to separate pages.
Styles	To set selected text in plain, boldface, underlined, or italic type, and to set superscript or subscript characters.

Extra — To find and replace words, change the appearance of the Textcraft Plus screen, and check on available memory.

Help — To get quick reminders about basic functions and a list of all keyboard shortcuts to using the mouse.

The *ruler area* sets the left and right margins and the paragraph indentation. The left and right margins are inverted triangles, and the indentation margin is an inverted black triangle. To set a margin, point to a triangle, select it (hold down the Selection Button), "drag" the triangle across the ruler to where you want it, and release the Selection Button. The right margin can be extended to position 200.

The *line-spacing* and *text alignment* area, between the ruler and the title bar, consists of two sets of rectangular icons. On the left are two line-spacing icons; one or the other is selected to set text single-spaced or double-spaced. On the right are four text alignment icons; one is selected to set text flush left, centered, flush right or flush left and right.

With the scroll bars on the bottom and right borders of the screen, you can move your view of a document up and down or from side to side by using the pointer and the Selection Button. Chapter 4, "Editing a Document," details scrolling.

The *document window,* the largest section of the screen, displays the text of your document. When you have more than one window on the screen, such as the header window described in Chapter 2, the "inactive" windows each have a ghosted title and drag bar; you are unable to enter text within them. You can make a window "active" in place of another by clicking inside the window.

Using the Cursor

The cursor appears in the document window as a vertical bar. *Be sure to distinguish between the cursor and the pointer.* The pointer can be moved anywhere and is controlled by the mouse, but the cursor appears only in Textcraft Plus text.

As you type, characters appear to the left of the cursor. The cursor can only appear in text; it cannot be moved where no text has been typed.

The cursor can be moved within text:

a) by pointing to where you want the cursor and clicking the Selection Button;

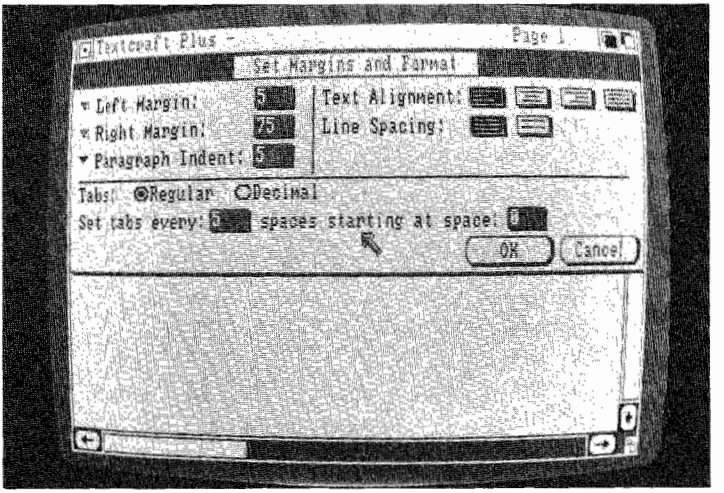
b) by using the arrow keys beside the right SHIFT key.

c) by pressing the RETURN key and the SPACE BAR in order to position the cursor on a screen without text or at the bottom of the document.

The ruler shows the settings of the paragraph in which the cursor is currently located. When you move up or down your document, the cursor does not move from where you last had it. This means that it is possible that the cursor is not visible, and that the ruler settings do not match the text on the screen. Move the cursor to the visible part of your document to have the correct settings appear on the ruler.

Using Requesters

Through requesters, Textcraft Plus asks you for information that it needs to complete an operation. Requesters can contain *options*, *buttons*, and *boxes* in which you type information. This example is the "Set Margins and Format" item from the Layout Menu.



Options allow you to set the conditions of certain activities by selecting small circular "bullets" which appear beside each option. Selecting a bullet darkens it.

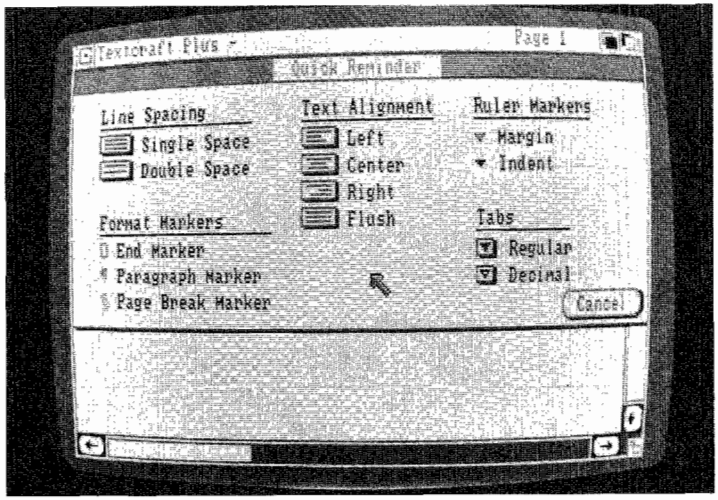
Buttons are elliptical shapes with words such as "OK," "Cancel," or "Save" inside them. They are usually at the bottom right of requesters. They are selected in order to remove the requester from the screen or to implement the commands you made in the requester.

Boxes are usually blue and can hold from one to 40 characters, depending on the information requested. To type information inside a box, point to the box and click the Selection Button once. A cursor appears in the box, enabling you to type information.

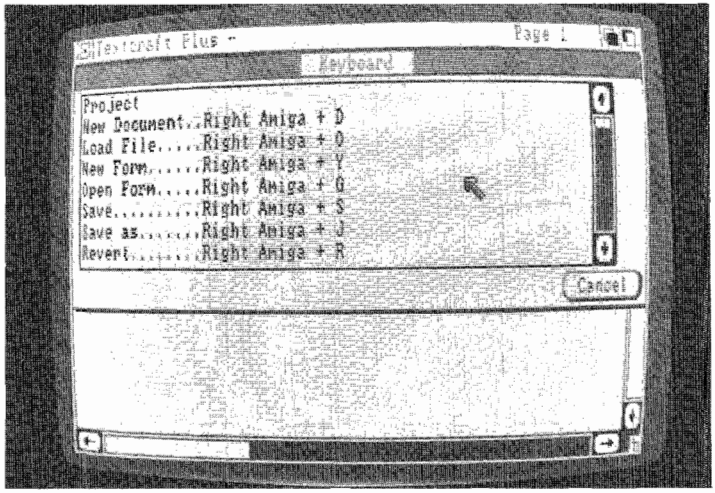
Getting Help

From the Help Menu

Textcraft Plus provides you with four kinds of help, including this manual. Two screen helps are available through the Help Menu, which can be chosen by using the Menu Button. A third, Tutorials, is available from the Workbench.

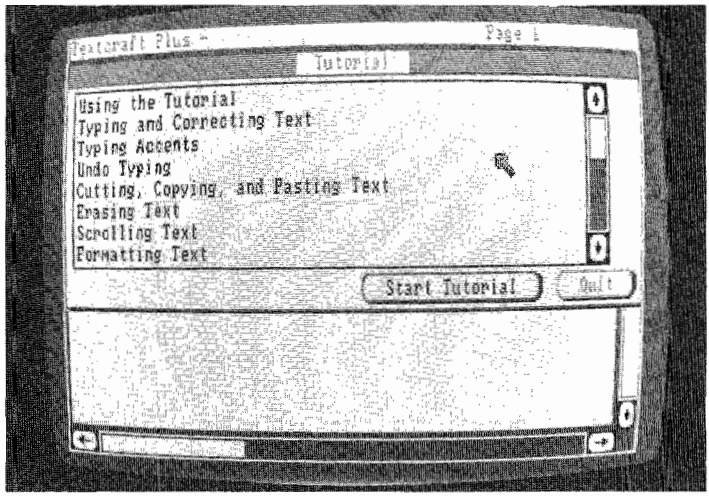


The *Quick Reminder* item in the Help Menu is a handy reference tool to remind you of things you might have learned about Textcraft Plus but may have forgotten. It displays and labels various basic Textcraft Plus icons, and describes the function of each. You can also display the Quick Reminder by pressing the HELP key.



The *Keyboard* item in the Help Menu is a reference tool that displays a scrollable window containing a list of keyboard shortcuts to using the mouse. You can also display the Keyboard item by simultaneously pressing the HELP and SHIFT keys. When you choose "Keyboard," a requester in a different color appears with a scrollable window. By clicking on the scroll arrows at the right of the window, you can move up and down the list of all keyboard shortcuts. You can return to your document by selecting "Cancel" at the bottom of the requester.

From the Tutorials



The *Tutorials* will help those who are new to Textcraft Plus or any other word processor. Open the Tutorials by double-clicking on the Tutorials icon in the Workbench. (The Textcraft Plus disk must be in a drive). When you open the Tutorials, a requester asks you to select from among 23 animated lessons. Each lesson has several frames. Each frame consists of explanatory text followed by an animated scene simulating the correct sequence of actions required for the function being described. To start a lesson, select the lesson title in the requester and select the "Start Tutorial" button.

You have control of the pointer only between animations. You can speed up the animation by pressing the SPACE bar. Select the "Cancel" button to return to the Tutorials requester. Return to the Workbench by selecting the "Quit" button in the Tutorial requester.

A Quick Review of Textcraft Plus

Enough Textcraft Plus basics have been covered for you to follow along on a demonstration of how Textcraft Plus works. You will review how to start a document, type text, fix errors, and save and print the document.

When you have finished reading this section, you might feel confident enough to work with Textcraft Plus on your own. By experimenting, you can discover most of the details not covered by this overview. Remember that you can always get help from the Help Menu and from this manual.

Opening Textcraft Plus

If you haven't already, open Textcraft Plus by inserting the Kickstart disk, then the Textcraft Plus disk. When the Workbench appears, select the Textcraft Plus disk icon. A window opens displaying the contents of the disk. Double-click the Textcraft Plus icon. When the Textcraft Plus screen appears, you're ready to begin.

Starting a New Document

You can start a document from scratch by simply starting to type on the blank Textcraft Plus screen. If you have already typed something on the screen before starting your document, you can clear the screen by displaying the Project Menu and choosing the "New Document" item. (A requester asks you to verify that you want to erase all text currently on the screen.)

Typing Text and Fixing Errors

Type text as if you were using a typewriter. But press RETURN only at the end of paragraphs. Textcraft Plus automatically indents the first line of a paragraph according to the setting of the black margin triangle in the ruler.

To fix your typing errors:

1. Move the cursor to the mistake by using the four arrow keys or by pointing to the mistake and clicking the Selection Button.

2. Erase the incorrect characters by using the BACKSPACE or the DEL key. Press DEL to erase the character to the right of the cursor. Press BACKSPACE to erase the character to the left of the cursor.

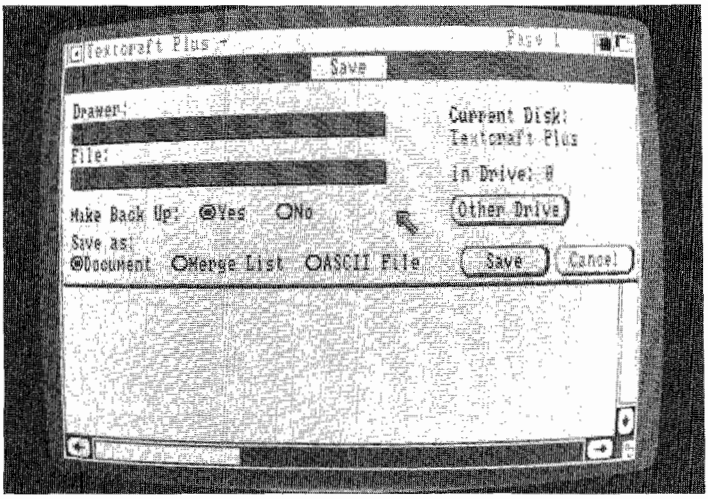
3. To insert the correct characters, point to where you want to put them, click the Selection Button to bring the cursor to the spot, and type in the new text. Existing characters move to the right to make room for new text.

Saving and Naming the Document

Saving the document means copying it onto a disk. Usually this is a document disk, an initialized blank disk on which you have decided to store all your Textcraft Plus documents. You should save your document every now and then as you work so that you'll always have a current version to go back to in case a power failure or some other problem erases what you haven't put on disk yet. It is also wise to save a couple copies of your work in case something goes wrong with your document disk.

To save and name your document:

1. Display the Project Menu and choose the "Save" item.



2. Textcraft Plus displays a requester asking you to name the drawer into which the document will go, and the name of the document (file) itself. Click in the box labeled "Drawer" and type in the name "TCForms," which is the name of one of the drawers Textcraft Plus comes with. Press RETURN.

3. Click in the box labeled "File" and type the name "overview." Do NOT press RETURN.

4. Remove the Textcraft Plus disk from its drive and insert your document disk.

5. Select the "Save" button at the bottom right of the requester. When the requester disappears, the document is saved. Textcraft Plus returns you to the document in case you want to do some more work on it. If you do some more work on the document and select "Save" again, Textcraft Plus saves the previously saved version as a backup.

Printing the Document

1. Display the Project Menu and choose the "Print" item.

2. Textcraft Plus displays the Print Project requester. For now, select only one of the two "Paper Feed" options, depending on the kind of paper your printer uses.

3. Turn on your printer.

4. Select the "Start Printing" button at the bottom of the Print Project requester. Make sure the current printer driver is selected in Preferences.

Closing Textcraft Plus

1. Display the Project Menu and choose the "Quit" item.

2. If you've made changes to your document but haven't saved the revisions, a requester tells you that your document has been modified and asks you if you want to save your document before you quit. Select "OK" or "Cancel." If you select "Cancel," choose the "Save" item to save the changed document if you need to.

   To keep both the original version and a changed version of your current document, type a new name in the "Save As" option in the File Menu. This is useful if you make changes that you might not keep. To replace the original document with the changed one, choose "Save" without changing the name.

3. Remove your Textcraft Plus document disk, put it in a safe place, and begin something new.

Forging Ahead

If you're adventurous and feel confident with your current knowledge of Textcraft Plus, go ahead and experiment. Use the Tutorials. Display the different menus and try out their items. Practice and have fun.

If you want to know more about Textcraft Plus before you experiment, read the chapters that follow.

Chapter 3

Creating a Document

In this chapter, you'll learn how to start and finish new documents. Textcraft Plus gives you many options for adjusting how your document will look. You can set the margins and change the type size, type styles, and page size. You can also add page numbers, headers, and footers.

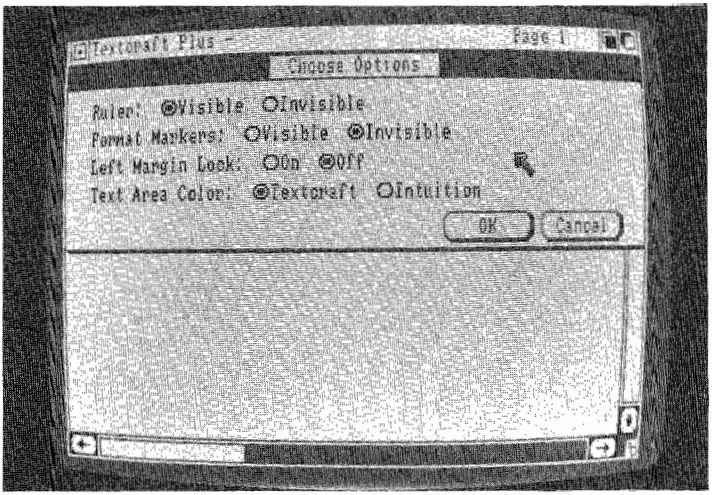
At the end of the chapter, you'll learn the details about naming, saving, and renaming your document.

Before You Start Typing

Before you enter text, you must set the screen display, the layout, and the typestyle of your document according to the following options. For each option Textcraft Plus automatically makes a choice. The Textcraft Plus choices remain the same unless you deliberately change them.

Setting the Screen Display

You can affect the appearance of your screen several ways. To list some of your choices, display the Extra Menu and choose the "Choose Options" item.



1. Determine if the ruler area will appear on the Textcraft Plus screen by selecting "Visible" or "Invisible" bullets beside the "Ruler" option. Making the ruler area invisible gives you three more lines of space on the screen, but it also makes your margin markings and line space icons invisible too.

2. Select between visible or invisible format markers. The markers look like this:

   Paragraph marker: ¶

   Page break marker: §

   End marker: □

   Format markers are not printed with the document.

3. If you want the left margin of your text to always be next to the left border of the Textcraft Plus screen, select "On" for the "Left Margin Lock."

4. Choose whether you want text in the document window to be black on white ("Textcraft") or white on blue ("Intuition") in the "Text Area Color" option.

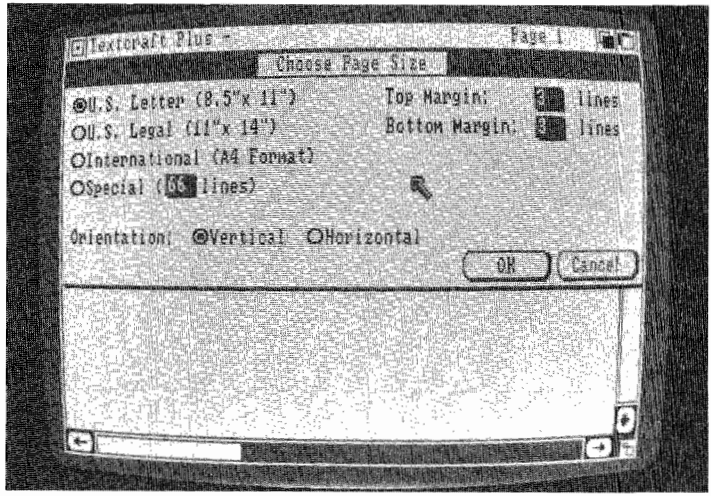
5. Select the "OK" button to save your choices. Your choices are maintained throughout rebooting and all new documents until you change them.

If you want to change other background colors or the cursor color, call up Preferences from the Workbench and change them according to instructions on page 7-2 in *Introduction to Amiga*. The Textcraft Plus cursor color is determined by the far right color square in the "Reset Colors" box in Preferences.

Setting the Layout

Display the Layout Menu, which lists six items.

1. Choose the "Choose Page Size" item.

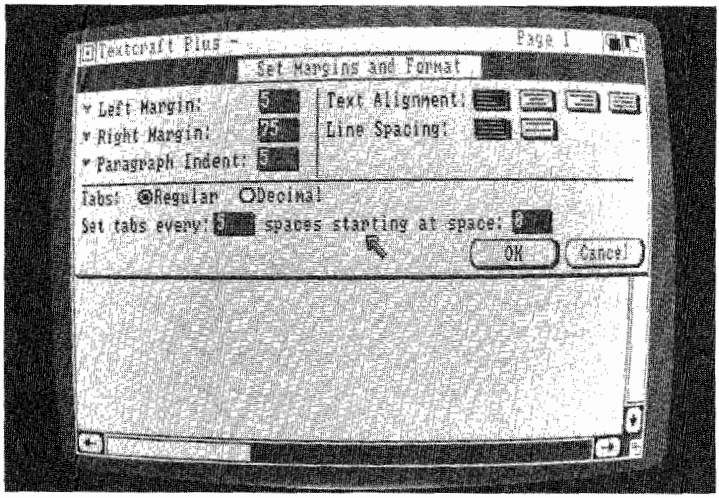


a) Select one of three conventional page sizes, or determine a special size by selecting the box beside "Special" and typing your preference. You can type in any number up to 90. If you type in 10 or less, then no top and bottom margins are set, which can be useful for printing address labels.

b) Select between vertical or horizontal orientation.

c) Set the number of lines making up your top and bottom margins. Textcraft Plus automatically makes your top and bottom margins three lines (half an inch) each when the document is printed. Select the "OK" button to implement your choices.

2. Display the Layout Menu again and choose the "Set Margins and Format" item. The requester that appears lists options that you can determine either in this requester or on the Textcraft Plus screen itself.



Using the requester:

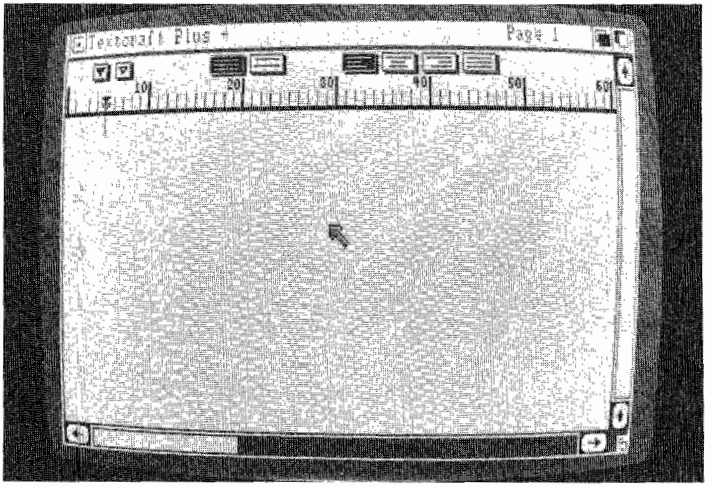
a) Select your left and right margins and your paragraph indent by entering ruler numbers in the upper left blue boxes. The minimum amount of space between the left and right margins is two characters. The maximum is 200. Unless you tell it differently, Textcraft Plus automatically sets margins according to settings in Preferences.

b) Select one of the Text Alignment icons in the upper right to make your text flush left, centered, flush right, or fully justified. Select one of the Line Spacing icons to make your text single-spaced or double-spaced. Unless you tell it differently, Textcraft Plus automatically aligns your text on the left, single-spaced.

c) Select tabs, if you need them, by entering the amount of space between tabs in the boxes beside "Set tabs every:." Select regular typewriter tabs (*regular* tabs) or tabs which evenly line up the decimals of numbers (*decimal* tabs). Tabs are automatically set every five spaces unless you instruct Textcraft Plus differently. You can have up to ten tabs per paragraph.

d) Select the "OK" button to implement your choices and return to the Textcraft Plus screen.

Using the Textcraft Plus Screen:



a) Determine your left and right margins by using the two triangles on the ruler, and the black triangle for paragraph indentation. To move a triangle along the ruler, select it and "drag" it to where you want it.

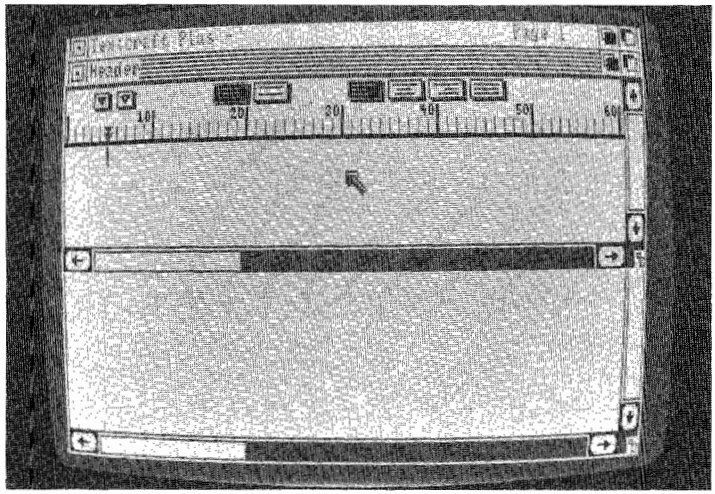
b) Select one of the Line Spacing icons to make your text single-spaced or double-spaced. Select one of the Text Alignment icons to make your text flush left, centered, flush right, or both flush left and flush right.

c) To set tabs, use the regular tab and decimal tab icons in the upper left of the screen above the ruler. The solid triangle represents regular tabs, and the dotted triangle represents decimal tabs. Select and "drag" the tab icons to the settings you choose. You can set up to ten tabs per paragraph.

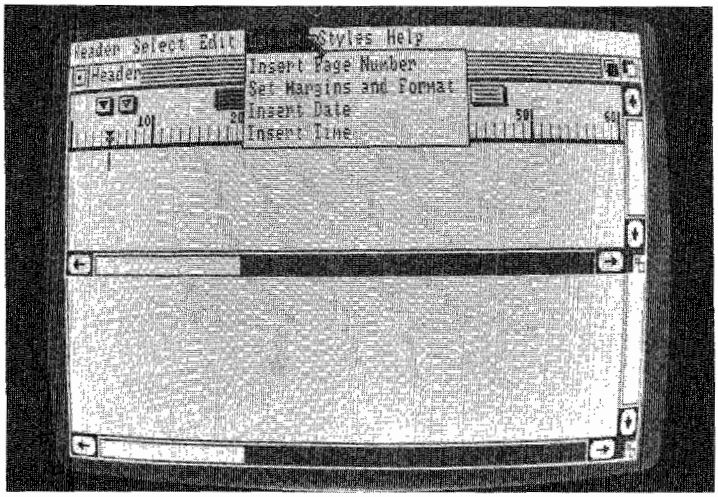
3. Display the Layout Menu again and notice "Insert Page Break." This item is only chosen for use in the middle of text,

not before text is typed in. We discuss this item in the next chapter.

4. Choose "Insert Header." Headers appear three lines from the top of a document and footers appear three lines from the bottom. If you want headers or footers, you should set them up before typing text because they affect how Textcraft Plus determines the paging of your document.



When you choose "Insert Header," a window, not a requester, appears. It is large enough to see five lines of text and a separate header ruler with layout icons. It holds up to 15 lines of text, as if it were a miniature document. It is like other windows in that you can move it and enlarge or reduce it. It might be helpful to move the header window to the bottom of the screen in order to distinguish between it and the main document window.



The header window also has pull-down menus like the main Textcraft Plus window, but they are modified for the specific needs of writing a header. The Select, Edit, Styles, and Help menus are basically identical to the same menus in the main document window. Significantly different menus are the Layout and Header menus.

The Layout Menu

a) "Insert Page Number" displays a requester asking you to set the main document's page number type and the starting page number. "IV" and "iv" options mean paging with Roman numerals. Select the "OK" button to implement your choices and return to the header window.

b) "Set Margins and Format" is identical to the same item in the main document's Layout Menu, except that it only affects the header window.

c) "Insert Date" and "Insert Time" automatically insert the current date and time at the cursor's last position in the

header window. Date and time can be set in the Preferences in the Workbench.

The Header Menu

a) "New Header" clears the header window screen, erasing any text you may have already typed in.

b) "Close Header" causes the header window to disappear and the header text to appear on the main document. The close gadget in the upper left corner of the header window performs the same function.

Footers in the "Insert Footers" item work just like headers, except that text typed into footer windows appears at the bottom in the main document.

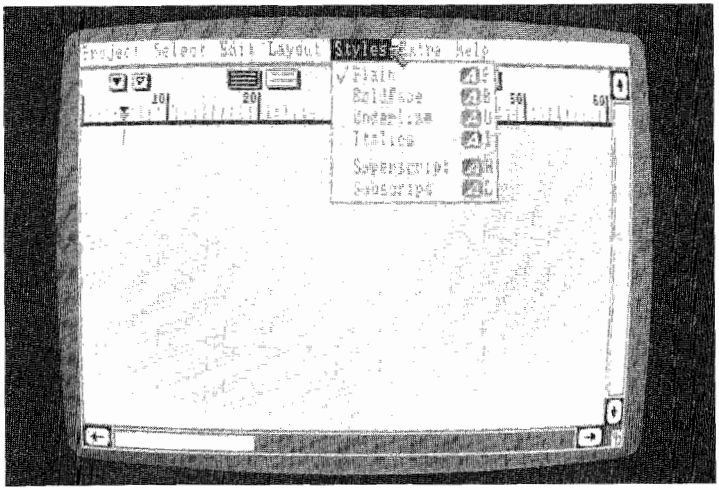
Any text in the main document that was created in the header or footer windows can be changed only by opening the header or footer windows and changing the text within them. The main document cursor does *not* move onto text created in header or footer windows.

5. Close the header, display the Layout Menu, and notice the item "Insert Title Page." Selecting this item changes it to "Remove Title Page," thereby preventing a header or footer from appearing on the first page of the document. Re-selecting it changes the item back to "Insert Title Page," and allows a header or footer to appear on the first page of the document.

Setting Type Styles

Unless you tell Textcraft Plus otherwise, all the characters you type appear in plain style. You can change the type style, as well as type superscript and subscript letters, by using the Styles Menu.

1. Display the Styles Menu.



2. Choose the typestyle for the text at the cursor location. All characters after that command are in the chosen style until you make a different choice. The current type style is distinguished by a checkmark in the Styles Menu.

If you're inserting text into existing text, it appears in the same style as the existing text unless you specify otherwise. Textcraft Plus changes the current type style automatically to match that of the character directly to the right of the cursor.

Typing in Text

Typing text with Textcraft Plus is just like using a typewriter, except that you only need to press RETURN at the end of paragraphs instead of returning after each line. After you press RETURN, Textcraft Plus automatically indents the first line of the next paragraph for you.

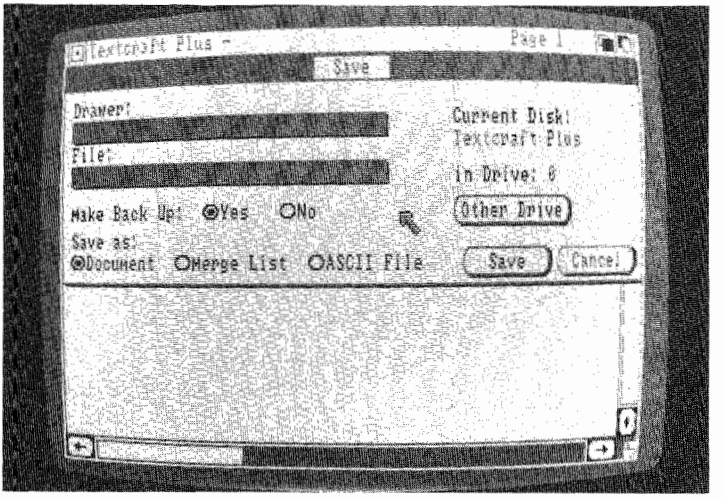
The layout conditions that you set in the beginning determine the appearance of the entire document, unless you change the layout in the middle of the text. If you change the line spacing, text alignment, and margins in the middle of your text, only the paragraph in which the cursor is located is affected by the new conditions. Any subsequent paragraphs are set according to the new conditions unless you re-set the first conditions or set new ones.

A formatted document disk can hold up to 880,000 bytes. The size of one Textcraft Plus document is limited only by the amount of memory your Amiga contains.

Naming and Saving Your Document

When you finish entering a new document, you must give it a name and then have Textcraft Plus save it by putting it on a disk.

1. Select the Project Menu and choose the "Save" item. Textcraft Plus displays this requester:



2. Remove the Textcraft Plus disk and insert a document disk. If you have another disk drive, keep the Textcraft Plus disk in its current drive and insert the document disk in the second drive.

3. In the upper box labeled "Drawer," type the name of the drawer into which you want to place your document. You must type the name of an already existing drawer. If you don't name a drawer, Textcraft Plus automatically places the file in the main directory or in the drawer which your most recently loaded document came from. (See page 4-17 in *Introduction to Amiga* for information about how to create new drawers.)

4. In the box labeled "File," type the name of your document. If you use the same name as another previously saved document, a requester appears asking you if you want to overwrite the previous document with the current one. If you don't, type a new name.

5. The requester also tells you to which drive Textcraft Plus will send the document, and provides an option for changing the drive if you wish to send the document to another disk.

6. Textcraft Plus makes a backup copy of your document unless you select "no" for the backup option. The backup copy is the former version of the document. When a backup file is made, the Workbench features two document icons, one with the original file name and the other labeled "_____. backup".

7. You must tell Textcraft Plus what type of file you want your document to be. There are three types:

   a) Textcraft Plus Document—Saving a file as a "Document" saves all the margin settings, type styles, line spacing, and other conditions with which you created the document. If you decide not to choose any file type, your document is automatically saved as a Textcraft Plus Document. All Textcraft Plus Documents are in IFF format.

b) Merge List—This saves the file as a special merge list to be used for the Print Merge feature, which will be discussed in Chapter 6.

c) ASCII File—This saves only your text in a standard format, without margin settings, type styles, and so forth. This is useful, for example, when you want to use the text of your document with a telecommunications program.

8. Select the "Save" button to save the document according to the options you've chosen. Your document then reappears on the Textcraft Plus screen. If you choose "Cancel" instead, Textcraft Plus returns you directly to your document.

   You may also save your document by pressing RETURN after typing in a file name in the "File" box. However, be sure the rest of the options in the requester are the way you want them first.

Some Notes on Saving

- If you choose "Save" from the Project Menu when you're working on a previously saved document, the current version is saved automatically, and the requester does not appear.

- When you select "Save As" from the Project Menu, the Save requester appears. If the document was previously saved, the title of that document appears in the "File" box. You can change the name in order to make two copies of one document.

- If you're typing a lengthy document, it's a good idea to save it often as you're working on it. That way you'll have an up-to-date copy in case the power to your Amiga is interrupted.

- Sometimes you may forget to save your document and try to start a new one or work with an old one. If you do, Textcraft Plus displays a requester asking you if you want to save your

current document first. If you do, select "Cancel," then choose the "Save" or the "Save as" item from the Project Menu. If you don't want to save your current document, select "OK."

Discarding a Document

To erase a file, select its icon in the Workbench, display the Workbench Menu, and choose "Discard." A requester asks you to confirm the discard. Select "OK" to begin discarding.

Chapter 4

Editing a Document

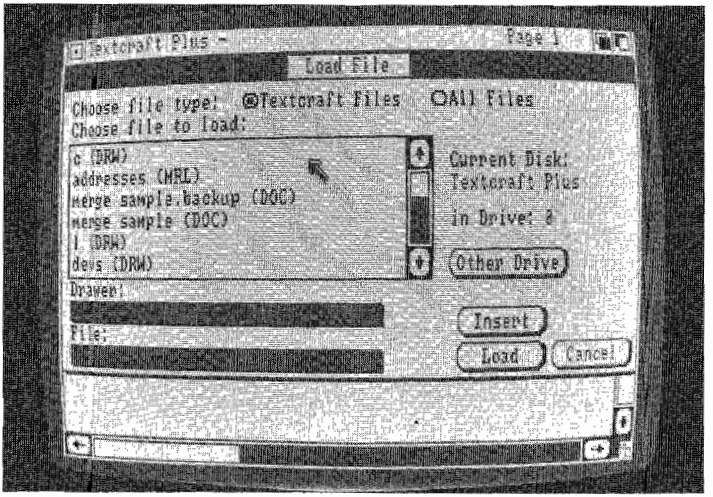
This chapter explains how to change the things you write in both saved and unsaved documents.

You will first learn how to get a saved document. Then you'll learn how to move through it to find the things you want to change. You will learn how to erase, insert, move, copy text, and change the format and typestyle. Finally, you'll be able to have Textcraft Plus search for and replace specific words and phrases.

As you read through this chapter, you'll find it helpful to create a "practice" document to use as you work through the procedures. Try out each editing function. Be sure to notice how the Textcraft Plus ruler reflects the margin settings, line spacing, and text alignment of each paragraph through which the cursor moves.

Getting a Saved Document (Loading a File)

1. Select the Project Menu and choose the "Load File" item. Textcraft Plus displays this requester:



2. A list of files appears in a mini-window in the requester. You can choose your file from among "Textcraft Plus Files" or "All Files."

   "Textcraft Plus Files" consist of these types (listed with requester abbreviations):

   a) Textcraft Plus Document (DOC)

   b) Merge List (MRL)

   c) ASCII (ASCII)

   d) Workbench Drawer (DRW)

   "All Files" consist of all the above plus:

   a) Ready-Made Forms (FORM)

   b) Executable Files (EXE)

   c) Unknown Files (?)

Unless you choose differently, the requester automatically lists all Textcraft Plus files.

If you have more document names than can fit in the mini-window, you can use the scroll bar located on the right of the mini-window to move the list of names up or down. To move down the list, point and click the Selection Button on the scroll arrow at the bottom right of the mini-window. To move up, do the same with the scroll arrow at the top right. You can also point to the white scroll box, hold down the Selection Button, and drag the box up or down to move through the list of names.

3. To identify the drawer and file you want to obtain:

   a) Point to either the drawer or file listing in the mini-window and click the Selection Button;

   OR

   b) Point and click in the drawer and file boxes, and type the names in.

In the "Drawer" and "File" boxes, Textcraft Plus always displays the name of the most recently loaded drawer and file. An error message appears if you type in the name of a drawer that does not exist in the Workbench. Files can only be opened from existing drawers.

4. Select the "Other Drive" button beneath the current disk display to switch drives or to display a set of files on another disk in the mini-window.

5. Select the "Load" button at the bottom of the requester to load the document onto the screen. If you want to insert a file into a document currently open on the Textcraft Plus screen, select the "Insert" button; the file is inserted at the cursor location.

There are three other ways to load a file:

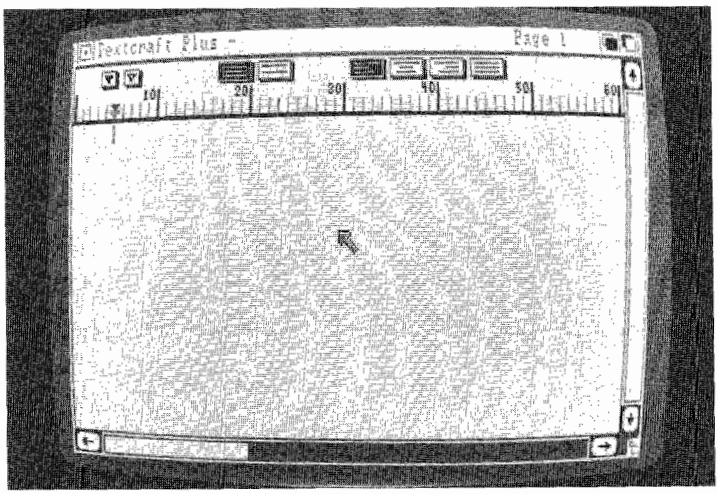
a) Point and click on a drawer listing in the requester mini-window, double-clicking on the file name in the listing that appears afterwards;

b) Type the file name in the "File" box and press RETURN.

c) Double-click on the drawer and/or the document icon in the Workbench. This way you can load a file without opening all of Textcraft Plus or using the "Load File" requester.

Moving Through Your Document

Often your document is too long or too wide to fit in its entirety on the Textcraft Plus screen. Textcraft Plus automatically scrolls if you move your cursor toward a set margin outside the screen border. You can also move to other parts of your document by using the scroll bars located on the bottom and right side borders of the Textcraft Plus screen.



To move up or down, use the scroll bar at the right. By pointing to the bottom arrow and clicking the Selection Button once, you can move down your document two lines. By pointing to the top arrow and clicking the Selection Button, you can move up your document two lines.

You can also use the "elevator," a rectangle inside the scroll bar. The elevator tells you which section of the document is visible on the screen by the elevator location in the scroll bar. By pointing to and selecting the elevator, you highlight it and are able to drag it up and down within the scroll bar. Drag the elevator up to move toward the top of your document. Drag the elevator down to move toward the bottom of your document.

The size of the elevator reflects how much text is being displayed in proportion to the total amount of text in the document. For example, if the elevator is very large relative to the size of the scroll bar, most of the document is visible on the screen. If the elevator is small relative to the size of the scroll bar, the document is very large and only a small portion of the document is being displayed.

To move right or left, manipulate the arrows and the elevator on the horizontal scroll bar in the same manner as the vertical scroll bar. By pointing to a right or left arrow and clicking the Selection Button once, you can move right or left by ten characters.

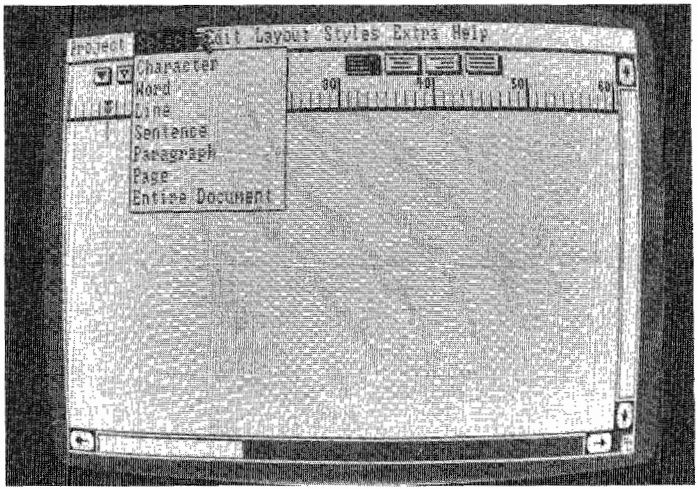
Selecting Text

To select text means to highlight characters, words, lines, sentences, paragraphs, pages and entire documents for the purpose of cutting, erasing, moving or in some other way changing their format and appearance. Only one block of text can be highlighted at a time. Highlighting reverses black-on-white text to white-on-black text. There are several ways to highlight text.

Using the Select Menu

1. Place the cursor within or beside the text you want to select.

2. Display the Select Menu.



a) Choosing "Character" selects the character to the right of the cursor.

b) Choosing "Word" selects the word to the right of the cursor plus the first space following the word.

c) Choosing "Line" selects the line the cursor is in.

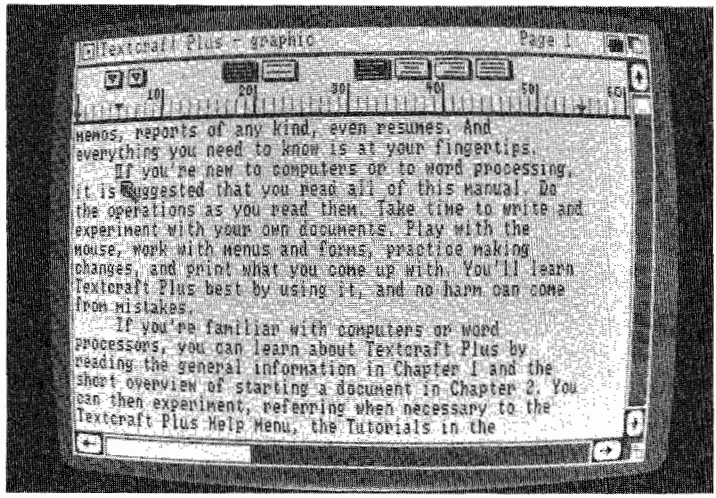
d) Choosing "Sentence" selects the sentence that the cursor is in and all spaces to the right of the period until the next character.

e) Choosing "Paragraph" selects the paragraph the cursor is in.

f) Choosing "Page" selects the page the cursor is in.

g) Choosing "Entire Document" selects the entire currently opened document.

Using the Pointer

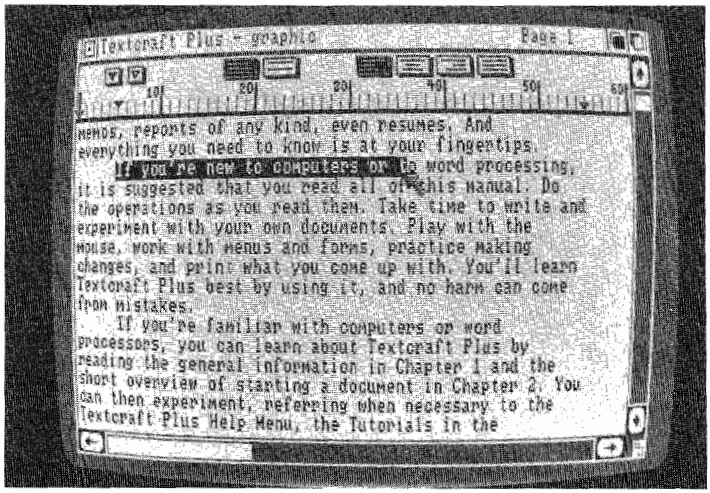


1. Point to the beginning of the text you want to select.

2. Hold down the Selection Button and move the pointer to the end of the block to be selected. As you do, the text over which the pointer passes is highlighted.

3. Release the Selection Button. To remove selection, click the Selection Button once somewhere outside the text.

OR:



1. Point to the beginning of the text you want selected and click the Selection Button.

2. Point to the end of the text you want selected.

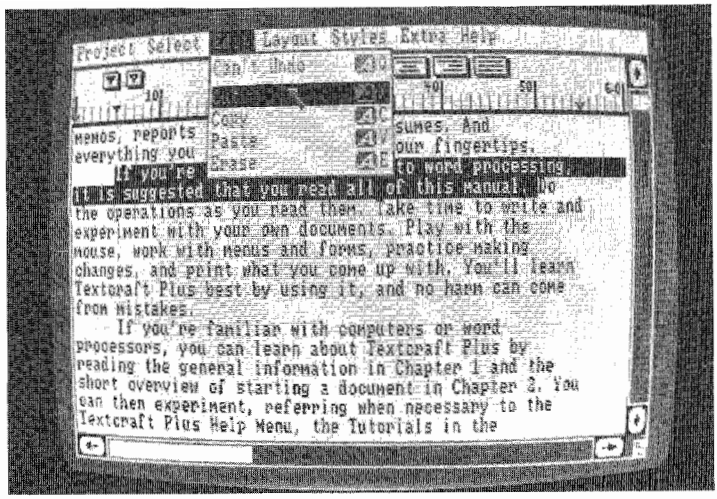
3. Press the SHIFT key, then the Selection Button. The text between the two Selection Button clicks will be selected.

Cutting, Erasing, and Moving Text

Cut text is placed in Amiga's *clipboard*, and can be retrieved from there until newly cut text replaces it. *Erased* text is deleted from the document entirely and cannot be retrieved.

To cut a block of text:

1. Select the text to be cut.



2. Display the Edit Menu and choose the "Cut" item. The selected text disappears to be held in the clipboard. It is erased when more text is cut.

To re-use cut text, or move text:

1. Move the cursor to where you want the text you just placed in the clipboard.

2. Display the Edit Menu and choose the "Paste" item. The most recently cut text is inserted into the main text from the clipboard.

To erase characters, use the BACKSPACE and DEL keys. BACKSPACE erases the character to the left of the cursor, and DEL erases the character to the right of the cursor.

To erase text:

1. Select (highlight) the text to be erased.

2. Display the Edit Menu and choose the "Erase" item. The text is permanently deleted.

To undo (erase) everything typed since the last Selection Button click:

1. Display the Edit Menu and choose the "Undo Typing" item. The item changes to "Redo Typing," which you can choose to have the undone text replaced before moving the cursor.

To join paragraphs:

Press DEL with the cursor in the character space following a period at the end of a paragraph. (If you have made paragraph markers visible using the "Choose Options" item in the Extra Menu, you are deleting a paragraph marker.) You can also use the BACKSPACE key to delete paragraph endings.

To insert text:

1. Point to where you want to add text.

2. Bring the cursor to the spot by clicking the Selection Button, and type. Textcraft Plus moves the existing characters to the right of the cursor when typing. If the text you insert is lengthy, the remainder of the line moves to the next line, and the rest of the paragraph realigns itself.

To copy text:

1. Highlight the text to be copied.

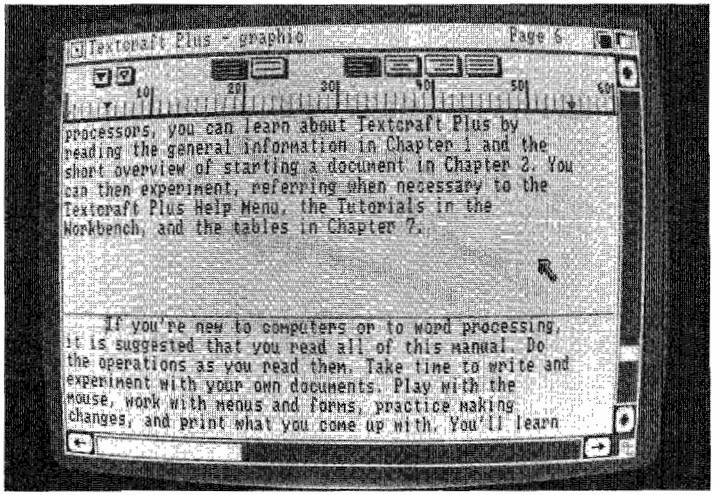
2. Display the Edit Menu and choose the "Copy" item.

3. Move the cursor to where you would like the text repeated.

4. Display the Edit Menu and choose the "Paste" item.

To separate pages:

1. Move the cursor to where you want one page to end and another to begin.



2. Display the Layout Menu and choose the "Insert Page Break" item. Textcraft Plus inserts space between the end of that particular page and the text after the cursor. The text following the cursor, along with the cursor itself, is moved to the top of the next page.

Changing Text Format

You can change text format in two ways, depending on how much text you want to change.

To change the format of one paragraph:

1. Move the cursor to the paragraph.

2. Above the ruler, select the text alignment and line-spacing icons that you want. The paragraph automatically changes according to the new settings.

3. Reset margins if you need to.

To change the format of more than one paragraph:

1. Use the Select Menu or the pointer and Selection Button to select any amount of text to be changed.

2. Either make changes in the ruler area with margin, spacing, and alignment icons, or display the "Set Margins and Format" item of the Layout Menu and make changes there. The selected text will change according to your new format.

Changing Type Styles

1. Select the block of text to be changed.

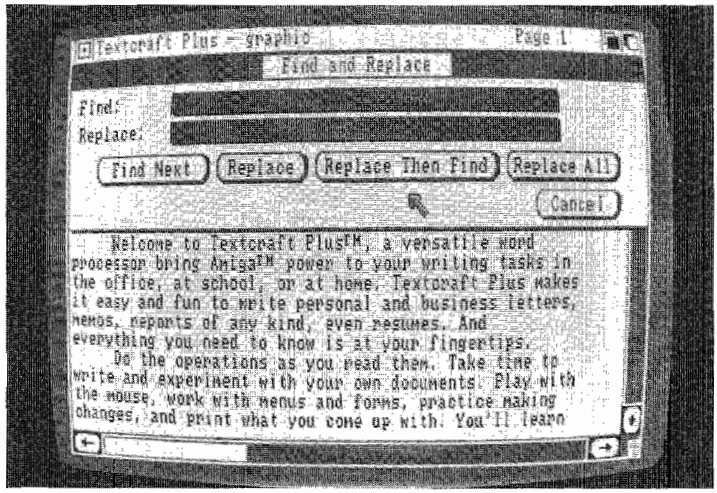
2. Display the Styles Menu and choose one or more new type styles. The selected block automatically changes into the new style.

   Any text you insert into the changed block is in the same style, but if you change text outside the block, the style is that of the character directly to the right of the cursor.

Finding and Replacing Text

The Textcraft Plus "Find and Replace" item in the Extra Menu allows you to find any string of characters and spaces and replace it wherever it occurs throughout your document with another string. The text is automatically realigned when you do.

1. Display the Extra Menu and select the "Find and Replace" item. A requester appears with boxes labeled "Find" and "Replace," and a series of buttons.



2. Point to the box labeled "Find," click the Selection Button, and type the string of characters and spaces you want to find or replace (the "Find" string). Note: the "Find and Replace" function does not make a distinction between uppercase and lowercase letters.

3. Point and click in the box labeled "Replace" and type the string of characters and spaces you want in place of the original string. The replacement uses the original string's type style. If you type nothing in the "Replace" box, the "Find" string is simply deleted from the text if you select any buttons with a replace function.

4. Below the "Replace" box are four buttons:

   a) "*Find Next*" allows you to find and highlight the next occurrence of the "Find" string after the cursor, and to skip that occurrence of the string and go to the next if you choose. This helps when you do not want to replace every occurrence of the "Find" string.

b) "*Replace*" replaces the currently highlighted occurrence of the "Find" string with the word in the "Replace" box. If you select the "Replace" button before the "Find Next" button, a message appears saying "First select 'Find Next'."

c) "*Replace Then Find*" combines the "Replace" and "Find Next" buttons. It eliminates the mouse movement of switching back and forth between the two buttons.

d) "*Replace All*" replaces all occurrences of the "Find" string, after a requester appears asking you if you're sure you want to.

5. Select "Cancel" to return to your document.

Reverting

If you have made changes, but want to undo all of them and start again with the original version of the document, display the Project Menu and choose the "Revert" item. Textcraft Plus displays the most recently saved version of the document, erasing and replacing the version you had been working with. As a safety feature, Textcraft Plus asks you if you're sure you want to revert to the previously saved version.

If you have not saved a file before choosing "Revert," an error message appears saying "No file to load."

Chapter 5

Using Ready-Made Forms

When you create a document using Textcraft Plus, you can choose to start from scratch on a blank Textcraft Plus screen, or you can use Ready-Made Forms. These forms simplify the creation of standard documents such as letters, resumes, and reports. This chapter describes how you can use these time-savers.

You may find it helpful to look at examples of the forms as you read about them. Some examples are included in this chapter, and you'll find a set of examples in Appendix A ("Samples of Ready-Made Forms").

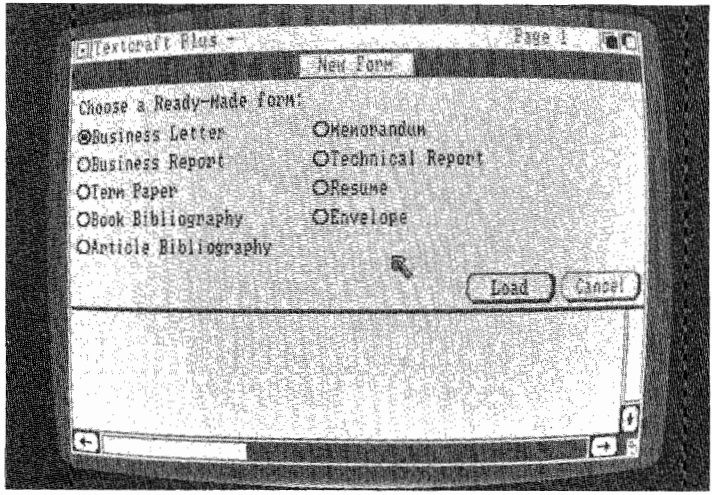
Understanding Ready-Made Forms

You can choose from nine forms:

Business Letter
Business Report
Term Paper
Book Bibliography
Article Bibliography
Memorandum
Technical Report
Resume
Envelope

To use a Ready-Made Form:

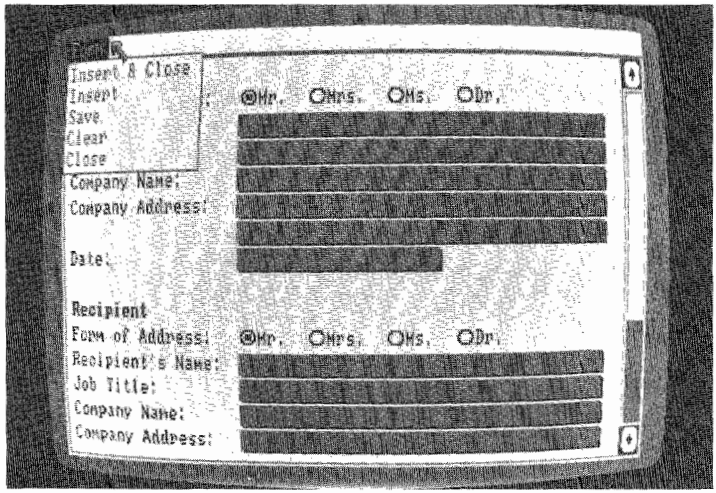
1. Display the Project Menu and choose the "New Form" item.



2. When the New Form requester appears, select the form you want, then select the "Load" button.

3. Fill in the blanks in the form by clicking in each box and typing your information. When necessary, select format options, as in the resume form. If you have more information for some boxes than can be fitted in the form, add the remaining information after the form has been inserted into your main document or saved.

4. Save, close or clear the form, or insert the form into your current document, by using the Form Menu, a pull-down menu at the left of the menu bar, used only for Ready-Made Forms.



a) Choose "Insert and Close" to insert the completed form into the current document at the current cursor location. The New Form requester disappears.

b) Choose "Insert" to insert the completed form into the current document at the current cursor location. The form requester does not disappear unless you select the close gadget in the upper right corner, or select the depth gadget at the upper right to put the requester behind the document window.

c) Choose "Save" to display a "Save" requester where you can type a drawer name and assign a file name to the form, then select the "Save" button to put the form on disk. The Workbench will have special Ready-Made Form icons for forms saved this way.

d) Choose "Clear" to erase all text typed in the blanks of a form that hasn't been saved yet. Use this to start over if you need to.

e) Choose "Close" to remove the Ready-Made Form from the screen and return you to your document. If you have

typed information into the form, but haven't saved it before choosing "Close," save the form if you need to. Otherwise, information in a form that is closed is erased.

Loading a Saved Form

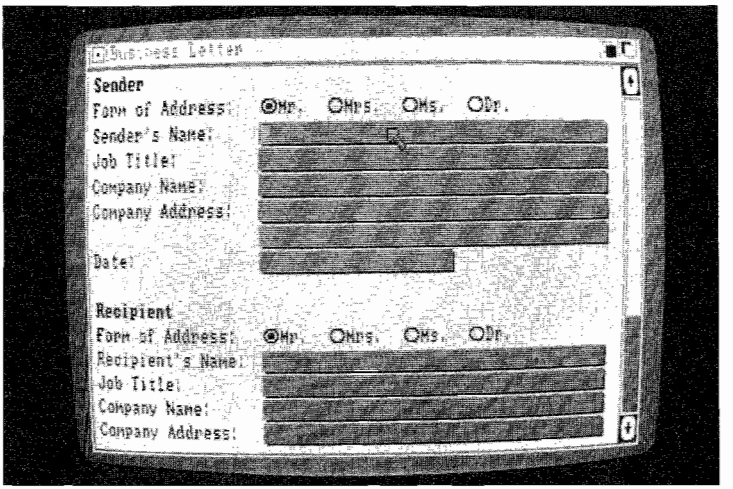
Ready-Made Forms that you have filled out and saved on a disk can be loaded two ways:

1. Double-click the drawer or file icon for the saved form in the Workbench Menu.

OR

2. Display the Project Menu and choose the "Load Form" item. A requester appears which is used like the "Load File" requester. Write the drawer and file names of the form in the boxes and select "Load," or double-click on the drawer and file names in the mini-window.

Using the Business Letter Form



1. Click in the appropriate boxes and type the information you are asked for. Select the form of address for sender and recipient.

2. Select either a full-block or semi-block format. (You need to scroll down to the bottom of the form to bring the format option to the screen.) In the full-block format, the left margin and the paragraph indentation margin are set at zero, and the right margin is to be set at 80. In the semi-block format, the left margin is set to 5, the paragraph indentation margin is set to five and the right margin is set to 80. The sender's name and address and the date are shifted to the right margin.

3. Select "Yes" to include an "Enclosures" listing.

4. Display the Form Menu and choose whether to insert the form in your current document, or to save, clear or close the form.

Dr. Barbara Burnhardt
Philadelphia General Hospital
3465 Osage Court
Philadelphia, PA 45937

March 5, 1986

Ms. Margaret Rapp
Customer Service Manager
Family Wellness
67 Pheasant Lane
Chestnut Hill, CT 90747

Dear Ms. Rapp:

Enclosed please find a copy of my credit card receipt showing payment for a one-year subscription to Family Wellness magazine. As you will notice, the date of the receipt is November 23 of last year. To date, I have not received any issues of the magazine, although my credit card statement reflects that I have been charged for the amount of a one-year subscription for $28.95.

I do wish to receive the magazine, as I very much enjoy reading Family Wellness. I would appreciate any help you may provide in solving this matter. I look forward to receiving Family Wellness soon.

Sincerely,

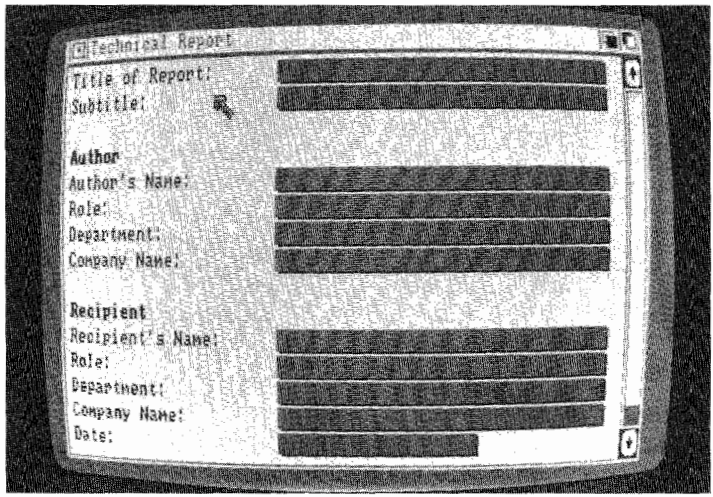
Barbara Burnhardt
Clinical Services Manager

ctl

cc: Jane Caswell
Fred Barnes

Using the Technical Report, Business Report, or Term Paper Forms

These forms differ only slightly from each other. For each form a standard Table of Contents outline is produced, into which you can type the appropriate information. For each form, a title page is generated from information you enter in the form. The form's information is automatically placed at the current cursor location.

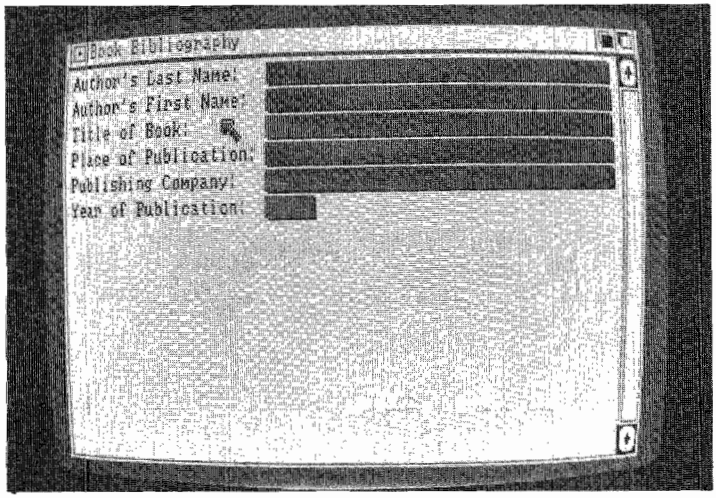


1. Click in the appropriate boxes to type in the information you are asked for.

2. Display the Form Menu and choose whether to insert the form in your current document, or to save, clear or close the form.

Using the Book and Article Bibliography Forms

You can add any number of bibliographical citations to your reports by using the book and article bibliography forms.



1. Click in the appropriate boxes to type in the information you're asked for. The form holds one citation.

2. Insert the citation into your current document by choosing "Insert" in the Form Menu.

3. Choose "Clear" in the Form Menu to empty the form.

4. Type another citation, insert it into your document, and clear the form. Repeat steps 1 to 4 as much as you need to. If you need to go back to previous citations while you're working on others, be sure to save or insert what you're working on before you clear the form.

5. Close the form by choosing the "Close" item in the Form Menu.

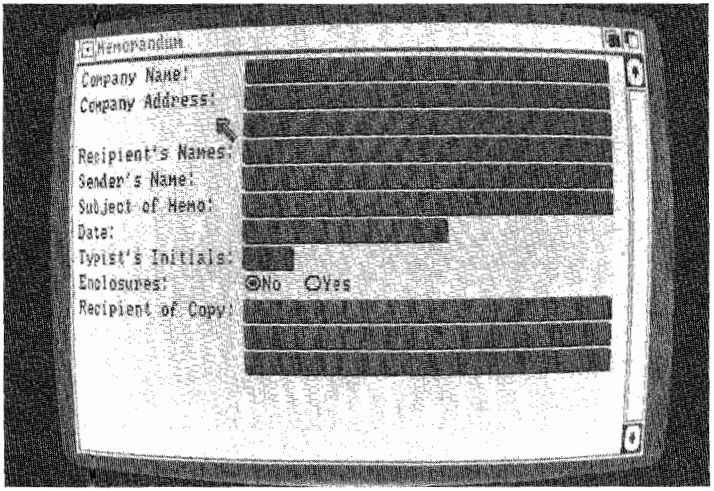
Anderson, Bill. "What Farmers Really Want". Rural Home Weekly, Vol. 4. January 6 1985, pp. 14-16.

Farnham, Elbert. Finding the Heartland. Los Angeles: Jenner and Sons, 1984.

Georges, Maxwell. A Study of Rural Culture. Chicago: Silver Arrow Press 1982.

Hopewell, Frances. "Recipes for a Hopeful Future". Garden Almanac, Vol. 14. July 1985, p. 3.

Using the Memorandum Form



1. Click in the appropriate boxes to type the information you are asked for. If you type in the company's name, address and phone number, that information appears centered at the top of the page. If you leave these company categories blank, the word MEMORANDUM appears centered at the top of the page.

2. Select "Yes" to include an "Enclosures" listing.

3. Display the Form Menu and choose whether to insert the form in your current document, or to save, clear or close the form.

Helpful Software
123 Wizard Drive
Ann Arbor, MI 48109

To: Company Employees From: Development Manager

Re: New Contracts Date: 8/21/86

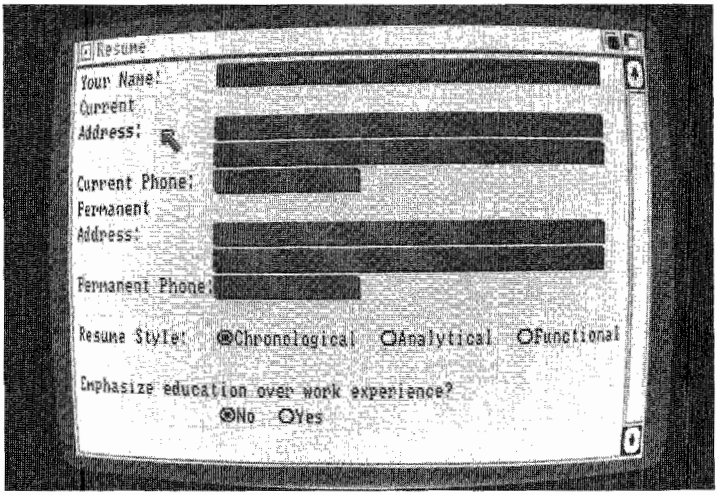
We have now expanded the number of our new products by 35 percent since the addition of Amazing Robotics to our list of clients. We anticipate adding five new staff members to our Development Department by the end of April to meet the demand.

Thank you all for your hard work. Our success in this quarter bodes well for the long-term future of your company.

ctl

cc: John Wertheimer
Jan Nelson
Bill Wardell

Using the Resume Form



1. Click in the appropriate boxes to type in the information you are asked for.

2. Select one of the three resume styles. Examples of each style appear in Appendix A ("Examples of Ready-Made Forms").

   a) Select "Chronological" to present your experience in reverse chronological order, showing your growth and development.

   b) Select "Analytical" if you want to present information in greater detail, which would give a prospective employer a broader base of information from which to judge your skills and experience.

   c) Select "Functional" to emphasize the job duties you've performed that relate to the position for which you are applying.

3. Display the Form Menu and choose whether to insert the form in your current document, or to save, clear or close the form.

The following depicts a functional resume form.

Janice Wood

Current Address:
3 Aldwell Road
Radnor, CT 24309
(616) 764-3984

Permanent Address:
356 Genessee Circle #459
Pottstown, PA 33498
(215) 876-3562

Career Objective:

Summary of Functional Experience:

Work Record:

Education:

Memberships:

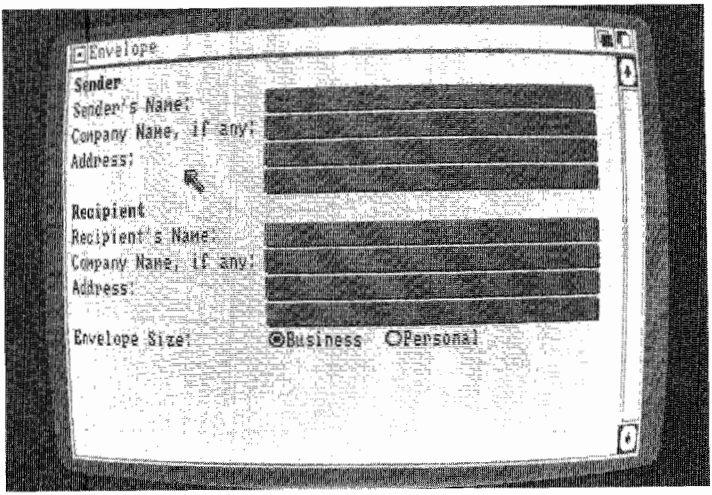
Awards:

Personal:

Salary:

Reference:

Using the Envelope Form



1. Click in the appropriate box to type the information you are asked for. Select the sender's and recipient's form of address.

2. Identify the envelope's size by selecting either "Business" or "Personal."

3. Display the Form Menu and choose whether to insert the form in your current document, or to save, clear or close the form.

```
Frank Gitano
34 Chester Avenue #304
Fredericksburg, MD 39485
```

```
Gil Bannon
GemWorld, Inc.
364 M Street, N.W.
Washington, D.C. 48570
```

Chapter 6

Printing a Document

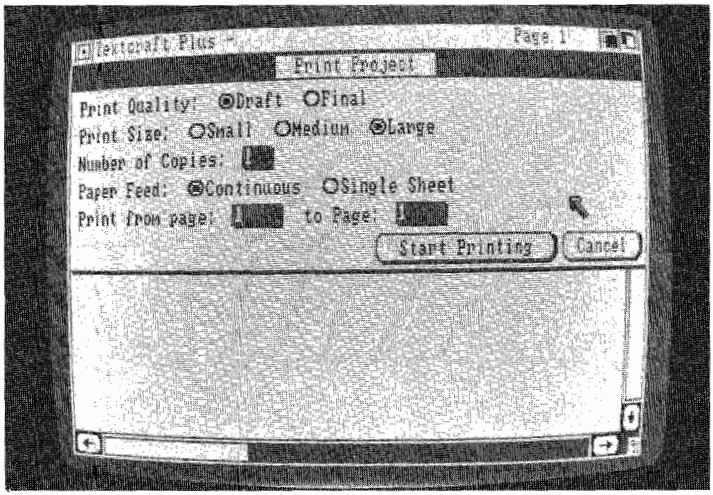
In this chapter you'll learn how Textcraft Plus prints documents. You'll learn how to set the quality and size of the printed document, how to specify the number of copies you want, how to identify the paper type, and how to specify the pages you want printed. You'll also learn how to print merge documents.

Some printers do not support features such as boldfacing, underlining, degree of quality, and so forth. Check your printer manual to determine which features your printer supports. Current Amiga-compatible printers listed in the Preferences in the Workbench include:

Alphacom Alphapro 101
Brother HR-15XL
CBM MPS1000
Diablo 630
Diablo Advantage D25
Diablo C-150
Epson
Epson JX-80
HP LaserJet
HP LaserJet PLUS
Okimate 20
Qume LetterPro 20

Before Printing

Textcraft Plus prints whatever document is on the screen. If the document you want to print is not currently on the screen, display it. Display the Project Menu and choose the "Print" item. Textcraft Plus displays this requester:



The printing and final appearance of your document is determined by the printing settings in Preferences. Refer to *Introduction to the Amiga* for more information.

1. Select whether your printed document is to be "draft" or "final" quality. Textcraft Plus automatically prints draft quality unless you select final. Draft quality prints faster and looks less polished than final quality. (If you have a letter quality printer, the result is always final quality.)

2. Select the size of characters on the printed document with the "Print Size" option. Textcraft Plus automatically prints large characters unless you tell it otherwise. The actual size of the characters that Textcraft Plus prints depends on the kind of printer you have. Only printed characters, not screen characters, are affected.

3. Point and click the Selection Button on the box labeled "Number of Copies" to type in how many times you want your document printed. Textcraft Plus prints only one copy unless you tell it otherwise.

4. Select the kind of paper your printer uses. Textcraft Plus assumes that you're using continuous-feed paper unless you tell it otherwise. If you're using single sheets, Textcraft displays a requester during printing that asks you to insert the next piece of paper; select "OK" in the requester to continue. If you're using continuous-feed paper, Textcraft prints your document from start to finish without stopping.

5. The "Print from Page" and "to Page" boxes automatically indicate the first and last page numbers respectively of your document, according to Textcraft Plus' pagination. If both boxes are made blank, the document is printed as if the automatic page numbers were in the boxes.

   Textcraft Plus' automatic page numbers are affected by the "starting page number" option in the Header/Footer operations.

   If the first or last page you want to print is different than what Textcraft Plus automatically indicates, select each box and type the page numbers you want. Textcraft Plus then prints only that segment of the document.

Printing

Make sure your printer is turned on and that the top of the paper is aligned.

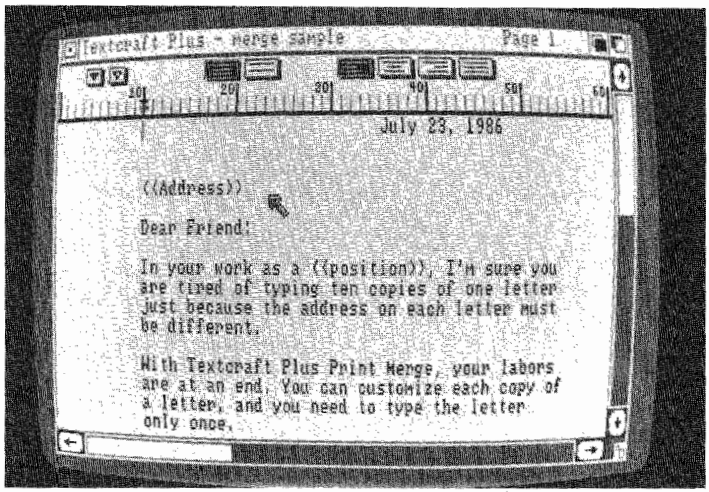
1. Select the "Start Printing" button at the bottom right of the requester. When the document is being printed, you can select "Cancel" to eliminate the requester and return to the current document.

After the "Start Printing" button is selected, requesters with error messages may indicate that the printer is turned off, not connected, out of paper, or jammed. A problem in the transmission of the document between the Amiga and the printer also causes a requester to appear. For all messages, select the "Cancel" in the error requester to end printing. If you fix the problem and select "OK" in the error requester, the printer reprints the document from the start.

Using Print Merge

Print Merge enables you to produce two or more versions of one basic document, with each version being different in at least one element. An example of print merging is the production of many copies of one business letter, with each copy addressed to a different recipient.

For print merging, one or more words in a main document are coded by placing a pair of brackets on either side of each word. These are called *Merge Words*. These Merge Words are then replaced during printing with information from a separate file. The separate file containing the information that replaces the Merge Words is called a *Merge List*. Items in the Merge List replace the Merge Words in the main document.



For example, imagine that you want to send the same letter to ten people. You write the letter, but instead of writing any one of the recipients' ten addresses at the top, you place a code word (<<Address>>, for instance) in the address position. After saving the letter, you make a new file containing the names and addresses of the ten recipients. With Print Merge, you can combine these files so that the letter is printed ten times, and each time one of the ten recipients' name and address replaces the code word "Address."

You will learn print merging best by doing it. In the following instructions you will write and save a sample letter containing one Merge Word, compile and save three addresses in a Merge List, and print merge the result.

Creating a Document with Merge Words

1. Type the following letter exactly as it is printed here. Use margins of 10 and 55.

   <<Address>>

   Dear Friend,

   In your work as a <<position>>, I'm sure you are tired of typing ten copies of one letter just because the address on each letter must be different.

   With Textcraft Plus Print Merge, your labors are at an end. You can customize each copy of a letter, and you need to type the letter only once.

   Come to my office soon. I'll show you the time and effort I've saved with Textcraft Plus.

   Sincerely,

   (Your name)

The double brackets on either side of the word "Address" tell Textcraft Plus that "Address" is a Merge Word.

2. Display the Project Menu and choose the "Save" item. In the Save requester, type the name of a drawer on your disk and name the document "merge sample." Select the "Document" option, then select the "Save" button.

Creating a Merge List

1. You will now create a Merge List. Display the Project Menu and choose the "New Document" item.

2. At the top of the screen, type (without brackets) the Merge Word "Address," press RETURN, then type the Merge Word "position." The two words combine to form a Merge Header, the first part of a Merge List. It tells Textcraft Plus what information fits where in a print merge. All Merge Words listed in a Merge Header must be exactly the same, character for character and space for space, as they appear in the main document.

3. Press RETURN twice and type the following address. But instead of pressing only RETURN after the name and street address as you normally would, press the CTRL key *and* the RETURN key [CTRL + RETURN]. Also, because the comma acts as a kind of RETURN key in a Merge List, you must type [CTRL + ,] in place of a regular comma in the addresses.

   John Doe[CTRL + RETURN]Normal Lane[CTRL + RETURN]Comfort[CTRL + ,] WI 23940[RETURN]journalist[RETURN twice].

Typing RETURN and "journalist" creates the second line of the Merge Record, which fits in the places where the Merge Word "position" is located in the main document.

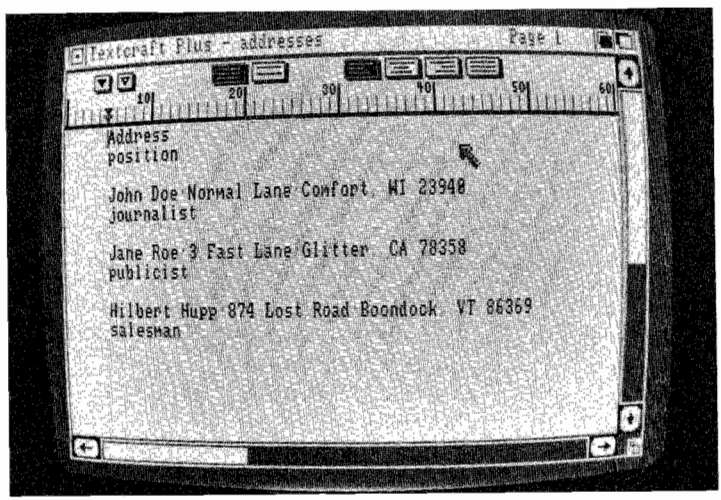
This address is called a Merge Record. You will type two more below. Pressing RETURN twice after the end of a line separates one Merge Record from another. Therefore, RETURN cannot be pressed within one Merge Record. A special character, [CTRL + RETURN], acts as a return within a Merge Record.

You can also use a regular comma in place of [CTRL + RETURN] between "John Doe" and "Normal Lane" or between "Normal Lane" and "Comfort." In Merge Records a comma can separate elements too, but the comma is not printed with the Record. If you want to include a comma that prints with the Record information, type [CTRL + ,].

4. Add the following addresses to the first:

   Jane Roe[CTRL + RETURN]3 Fast Lane[CTRL + RETURN]Glitter[CTRL + ,] CA 78358[RETURN]publicist[RETURN twice]

   Hilbert Hupp[CTRL + RETURN]874 Lost Road[CTRL + RETURN]Boondock[CTRL + ,] VT 86369[RETURN]salesman[RETURN twice]



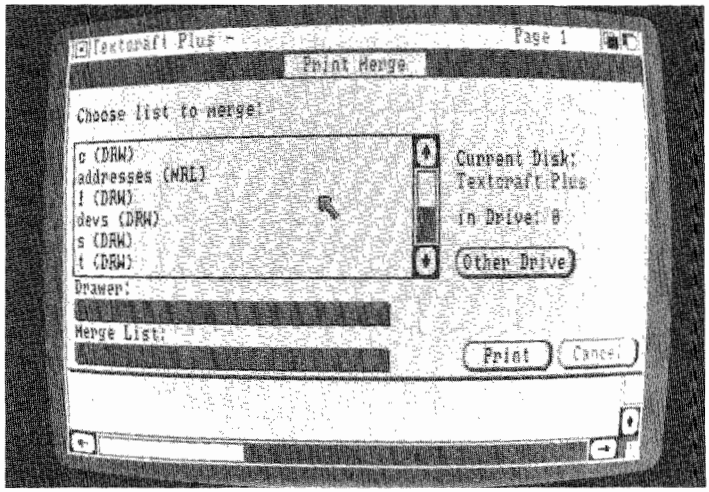
5. Display the Project Menu and choose the "Save" item. Type the name of an existing drawer in the "Drawer" box, and type "addresses" in the "File" box. Select "Merge List" for the "Save as" option. Save the file by selecting the Save button.

You now have a file of addresses in a Merge List that will be merged to your main document when you print merge. That is, you will print three copies of the main document, each with one of the three addresses.

Printing with Print Merge

1. Display the Project Menu and choose the "Load File" item. Type the drawer name and file name of the above letter into the requester's boxes, then select the "Load" button.

2. When the document appears in the document window, display the Project Menu and choose the "Print Merge" item. A Print Merge requester appears with a mini-window displaying the merge list ("addresses (MRL)").



3. Select the "addresses" merge list by typing in the list's drawer name and file name in the requester's boxes.

4. Select the "Print" button. The Print requester appears. Make sure your printer is ready. Select your choice of options as described earlier in this chapter, then select the "Start Printing" button. Textcraft Plus automatically merges the current document ("merge sample") with the Merge List ("addresses") file that you selected in the Print Merge requester.

Additional Information

When you are printing any print merge files, several conditions may cause error requesters to appear.

If your main document has Merge Words for which no information exists in the Merge List file, a requester tells you which words they are, and will tell you the Merge Words are not "satisfied." It also tells you to check the Merge Header in the Merge List to make sure the words in the Merge Header match the Merge Words in the main document.

Merge Records are printed in the same style in which the corresponding Merge Word is set.

Chapter 7

Textcraft Plus Reference

In this chapter, you'll find two tables. The first describes keyboard alternatives to using the mouse, called "keyboard shortcuts." The second lists the seven Textcraft Plus menus, describing each menu item and its keyboard shortcut.

Using Keyboard Shortcuts

Keyboard shortcuts can be useful as an alternative to using the mouse if you're familiar with Textcraft Plus and want to save a little time in performing various functions.

There are two kinds of keyboard shortcuts. The first uses a variety of keys, and is used largely for cursor movement and text-changing. The second uses the AMIGA key [A] to the right of the SPACE BAR, and duplicates the function of the mouse in choosing menu items. The first kind is described in Table 1. The second kind is included in the table of menu items.

Throughout this manual and in the "Keyboard" item in the Help Menu, a plus (+) sign between two keys means press both keys at the same time. For example, [A] + N means press the [A] key and the "N" key (shifted or unshifted) simultaneously.

Using the "Keyboard" Item

You can quickly refer to a list of keyboard shortcuts by displaying the Help Menu and choosing the "Keyboard" item described in Chapter 2. The following table lists all shortcuts included in the "Keyboard" item.

Table 1: List of Keyboard Shortcuts

Moving Through Characters

[up arrow]	Moves cursor up one character.
[left arrow]	Moves cursor left one character.
[right arrow]	Moves cursor right one character.
[down arrow]	Moves cursor down one character.

Moving to Words and Paragraphs

ALT + [right arrow]	Moves cursor to first character of next word.
ALT + [left arrow]	Moves cursor to the first character of previous word.
ALT + [up arrow]	Moves cursor to the first line of the current paragraph. (If the cursor is already there, it moves to the first line of the previous paragraph.)
ALT + [down arrow]	Moves cursor to the first line of the next paragraph.

Tabbing

TAB	Moves to next tab setting.

Moving Through a Page

SHIFT + [right arrow]	Moves to the end of current line. (If the cursor is already there, it moves to the end of the next line.)
SHIFT + [left arrow]	Returns to the beginning of the current line. (If the cursor is already there, it moves to the beginning of the previous line.)
SHIFT + [up arrow]	Moves to the first line of the current page. (If the cursor is already there, it moves to the first line of the previous page.)
SHIFT + [down arrow]	Moves to the first line of the next page.
CTRL + [digits xxx on right numeric pad]	Moves to beginning of page xxx.

Moving to the Beginning or End of a Document

CTRL + [up arrow]	Moves to the beginning of the document.
CTRL + [down arrow]	Moves to the end of the document.

Moving One Screen Left, Right, Up, or Down

ALT + 8	Scrolls up one screen.
ALT + 2	Scrolls down one screen.
ALT + 4	Scrolls left one screen.
ALT + 6	Scrolls right one screen.

Deleting Characters and Words

DEL	Deletes the character to the right of the cursor.
BACK SPACE	Deletes the character to the left of the cursor.
ALT + DEL	Deletes the word to the right of the cursor.
ALT + BACK SPACE	Deletes the word to the left of the cursor.

Special Characters for Print Merge

CTRL + RETURN	Special character for a return in Merge Record data.
CTRL +	Special character for using a comma in Merge Record data.

Ruler Shortcuts

F6	Key pressed to alternate between single and double line spacing.
F7	Flush Left
F8	Centered
F9	Flush Right
F10	Full Justified
SHIFT + F6	Moves left margin and indent five spaces to the left.
SHIFT + F7	Moves left margin and indent five spaces to the right.
SHIFT + F8	Moves right margin five spaces to the left.
SHIFT + F9	Moves right margin five spaces to the right.
SHIFT + F10	Sets margins to the margin settings in Preferences.

Selection Shortcuts

F1	Selects word to the left of the cursor.
F2	Selects word to the right of the cursor, and all spaces to the right of the word up to the next character.
F3	Selects sentence to the left of the cursor.

F4	Selects sentence to the right of the cursor.
F5	Selects paragraph cursor is in.
SHIFT + F1	Selects line above.
SHIFT + F2	Selects line below.
SHIFT + F3	Selects page above.
SHIFT + F4	Selects page below.
SHIFT + F5	Selects entire document.

Table 2: Textcraft Plus Menus

The Project Menu

ITEM (with shortcut)	PURPOSE	PAGE
New Document ([A] + D)	To clear the screen and create a new, blank document. (NOTE: If you choose "New Document" while working on an unsaved document, the unsaved document is erased.)	
Load File ([A] + O)	To bring a document from a disk to the screen.	
New Form ([A] + Y)	To choose from among nine Ready-Made Forms.	
Load Form ([A] + G)	To display a Ready-Made Form previously stored on disk.	
Save ([A] + S)	To name a document and save it on a disk.	

Save as ([A] + J)	To rename and save a previously saved document.
Revert ([A] + R)	To load previous version of current document.
Print ([A] + A)	To choose printing options and start printing.
Print Merge ([A] + W)	To print a document with Print Merge features and a Merge List.
Quit ([A] + Z)	To close current document and display Amiga Workbench. (Same as selecting close gadget in upper left corner.)

Edit Menu

ITEM (with shortcut)	PURPOSE	PAGE
Undo Typing ([A] + Q)	To cut or restore all typing since last mouse click. (Changes to "Redo Typing" after "Undo Typing" is chosen.)	
Cut ([A] + X)	To remove text from screen and store in clipboard until next cut.	
Copy ([A] + C)	To duplicate selected text and place in clipboard for later display.	
Paste ([A] + V)	To display most recently cut or copied text currently stored in clipboard.	
Erase ([A] + E)	To permanently cut selected text.	

Layout Menu

ITEM (with shortcut)	PURPOSE	PAGE
Choose Page Size ([A] + 1)	To choose vertical and horizontal page size, page orientation, and top and bottom margins.	
Set Margins and Format ([A] + 2)	To set left and right margins, paragraph indentation, text alignment, line spacing, and tabs.	
Insert Page Break ([A] + 3)	To insert space between cursor and next character such that next character begins next page.	
Insert Header ([A] + 4)	To place special line of text at top of page.	
Insert Footer ([A] + 5)	To place special line of text at bottom of page.	
Title Page ([A] + 6)	To prevent Header and/or Footer from appearing on first page of document. Selecting it changes item to "No Title Page". Re-selecting it returns it to "Title Page".	

Styles Menu

ITEM (with shortcut)	PURPOSE	PAGE
Plain ([A] + P)	Sets selected and new text in plain style.	
Bold ([A] + B)	Sets selected and new text in bold face.	

Underline ([A] + U)	Underlines selected and new text.
Italic ([A] + I)	Sets selected and new text in italics.
Superscript ([A] + H)	Sets selected and new text in smaller, raised characters.
Subscript ([A] + L)	Sets selected and new text in smaller characters.

Extra Menu

ITEM (with shortcut)	PURPOSE	PAGE
Find and Replace ([A] + F)	To find a specified string of characters in order to replace, delete or simply locate them.	
Choose Options ([A] + K)	To make the ruler visible or invisible; to make cursor solid or blinking; to make paragraph marker visible or invisible; to turn left margin lock on or off.	
Available Resources ([A] + T)	Gives number of words and/or pages of current document, and number of words and pages available in memory.	

Help Menu

ITEM (with shortcut)	PURPOSE	PAGE
Quick Reminder (HELP)	To display the name and function of important icons.	
Keyboard (SHIFT + HELP)	To list keyboard shortcuts.	

Appendix A: Samples of Ready-Made Forms

Business Report Form

Software Developers:

A Database Study

Submitted by
Ed Freeman
Product Manager
Marketing
Business Tools, Inc.

Submitted to
Frances Hyatt
Director
Research and Development
Artificial Intelligence Association

8/7/86

Term Paper Form

Looking for Trouble

Mountain Climbers of Tibet

Submitted by
Dorine Plunkett

Submitted to
Dr. F.L. Nelson
English Composition E112
2

4/6/85

Memorandum Form, without address

MEMORANDUM

To: Production Department From: Bill Nixon

Re: Productivity Goals Date: 2/6/78

We have met all of the production goals we set for this department last August. You are all to be commended for hard work and a classic display of the effectiveness of teamwork.

We will recognize each of you at the company picnic in a few weeks. Hope to see you there.

ctl

cc: Jennifer Vattano
John Clark

Bill Foote

Current Address:	**Permanent Address:**
1396 Aston Road	55 Lincoln Drive
Broomtown, IA 49475	Des Moines, IA 49486
(476) 374-8946	(476) 776-5877

Summary of Experience:

Career Objective:

Work-Record Analysis:

Education:

Early Background:

Professional Affiliations and Licenses:

Personal Recognition:

Organizations:

Foreign Languages:

Outside Activities:

Employment Information:

Personal:

Salary:

References:

Analytical Resume

Kathleen Rosethwaite

Current Address:
1325 Thornbird Road
Kelly, VT 34958
(324) 473-9873

Permanent Address:

Objective:

Qualifications:

Work Experience:

Education:

Memberships:

Awards:

Personal:

Salary:

References:

Appendix B: Typing Accents on the North American Keymap

Textcraft Plus provides accented characters for typing in foreign languages. The chart below shows how to produce these characters. For example, pressing ALT and f at the same time, then releasing these two keys and pressing a produces á.

Simultaneously press	Then press	Resulting accented characters
ALT + f	a,e,i,o,u,y	á,é,í,ó,ú,ý
ALT + g	a,e,i,o,u	à,è,ì,ò,ù
ALT + h	a,e,i,o,u	â,ê,î,ô,û
ALT + j	a,n,o	ã,ñ,õ
ALT + k	a,e,i,o,u,y	ä,ë,ï,ö,ü,ÿ
ALT + o		ø
SHIFT + ALT + 0		Ø

GLOSSARY

aligning text—setting the margins of text in one of four ways: flush left, flush right, centered, or justified (flush left and flush right).

AMIGA keys—two keys on the Amiga keyboard to the left and right of the SPACE BAR. The AMIGA key to the right of the SPACE BAR is used in combination with other keys for keyboard shortcuts.

animation—the action that illustrates the text in the Tutorials. During animation, you temporarily lose control of the pointer.

ASCII file—a choice in the "Save" requester which, if selected, saves your text in a standard computer format, without margin settings, typestyles, and so forth. This is useful, for example, when you want to use the text of your document with a telecommunications program.

BACKSPACE key—a key on the Amiga keyboard that erases the character to the left of the text cursor.

backup—one of two versions on a disk of a saved document. The backup is usually the previous version of a file saved more than once.

button—oval shapes near the bottom of requesters with words such as "OK," "Cancel," or "Save" inside them. They are generally selected in order to remove the requester from the screen or to implement the commands you made in the requester.

characters—the individual letters, numbers, spaces, punctuation, and other symbols that you type into a document. These characters make up your text.

choose—to pick a menu item by displaying a menu, moving the pointer to a particular menu item, and releasing the Menu Button.

click—to press and release the Selection or Menu buttons on the mouse.

clipboard—the place in memory where the last text you cut or copied is kept. Choosing the "Paste" item in the Edit Menu brings all text in the clipboard back to the screen at the location of the cursor.

close gadget—the square within a square at the top left corner of all windows. Pointing to the close gadget and clicking the Selection Button removes the window from the screen, regardless of whether or not the material within the window was saved.

copy—to duplicate any amount of text by highlighting it, copying it into the clipboard, then pasting it into another part of the document.

cursor—the thin vertical bar in Textcraft Plus text that indicates where typed text will appear next in a document window or requester.

cut—to delete any amount of text by highlighting it or by using the DEL, BACKSPACE or shortcut keys. The most recently cut text is kept in the clipboard until newly cut text erases it. Text in the clipboard can be brought back to the screen.

disk—the magnetic medium on which Amiga stores information.

display—to move the pointer to the menu name in the title bar, which causes the menu itself to appear.

document—a file created with Textcraft Plus. A document is saved in a drawer.

document window—the large window that Textcraft Plus uses to display the text that you type. The name of the document appears at the top of the window.

drag—to move an icon or window by placing the pointer over what you want to move, holding down the Selection Button, and moving the mouse.

drawer—a place where tools, other drawers, and projects such as Textcraft Plus documents are kept.

drive—an internal or external device for reading information and saving it on a disk.

footer—up to 15 lines of text at the bottom of a page or a document, such as a page number.

format—to structure something on a printed page, such as setting up the margins, alignment, line spacing, and tabs in a document. In Ready-Made Forms, the format is pre-set. (In other Amiga systems, this term is used to mean to divide a disk into sectors so that it is ready to receive information. See initialize. This definition of format does not apply in Textcraft Plus.)

format markers—the end-of-paragraph marker, the end-of-document marker, and the page break marker. Each of the three can be made visible or invisible on the screen by using the "Choose Options" item of the Extra Menu. They are not printed with the document.

gadget—any of the facilities providing within Amiga systems and Textcraft Plus that you select to change what is being displayed or to communicate with a tool.

header—up to 15 lines of text at the beginning of a page or a document, such as a page marker or a chapter heading.

highlighting—how the text of a menu item or in the document looks when you have selected it using the Pointer or the Select Menu. Textcraft highlights menu items, text, and even some formatting icons when you select them. Highlighted text is white on black or blue on white. See *selecting*.

icon—a visual representation or picture of a tool, project (document), drawer, or disk.

initialize—to prepare a disk to receive information. See *Introduction to Amiga* for details.

item—one element in the list of each menu's functions. An item is chosen by using the keyboard shortcut listed beside it, or by displaying the menu, moving the Pointer to the item name, and releasing the Menu Button.

Kickstart disk—a disk that needs to be inserted in the Amiga drive in order for the Amiga to begin using any other disk.

layout—the arrangement of text determined by the way you set up the margins, tabs, line spacing, and alignment. Layout is also referred to as formatting your text. See *format*.

line spacing—the amount of regular vertical separation between lines of text. Line spacing is set by selecting the rectangular line spacing icons above the ruler or in the "Set Margins and Format" item of the Layout Menu. You can choose between single-spaced and double-spaced text.

margin markers—inverted triangles on either the left or the right side of the ruler that you can drag to the left or the right margin of the text.

menu—a list of items you can choose from to perform certain functions or to get information. To display a menu and view its items, press the Menu Button and move the Pointer to the name of the menu in the top title bar. To choose a menu item, move the Pointer to the item, then release the Menu Button. The seven Textcraft Plus menus are Project, Select, Edit, Layout, Styles, Extra, and Help.

Menu Button—the right button on the mouse, used to display menus and choose menu items.

mouse—the device, attached to the base unit of an Amiga, that determines the location of the pointer on the screen. It uses the pointer to perform functions with the aid of a Selection Button and a Menu Button.

options—in requesters, features that allow you to set the conditions of certain activities by selecting small circular "bullets" which appear beside each option. Selecting such an option darkens the bullet.

page break—space inserted between text to make the text after the page break appear at the top of the next page.

paragraph indent marker—a black inverted triangle on the ruler that indicates how far from the left margin marker Textcraft Plus begins the first line of a paragraph.

paste—to insert the contents of the clipboard into a document.

pointer—the screen shape, usually an arrow, directly manipulated by the mouse.

pointing—moving the pointer to a particular location by manipulating the mouse.

Preferences—a Workbench tool that allows you to change various Amiga settings such as color, shape of the pointer, and printer compatibility.

print merging—the Textcraft Plus feature that combines one main document with a Merge List to produce two or more copies of the main document, each copy having separate Merge List data inserted into it. For instance, ten copies of one letter can be printed such that the addressee on each letter is different.

Quick Reminder—an item in the Help Menu that briefly explains important basic elements of the Textcraft Plus screen.

Ready-Made Form—a pre-designed document format into which you insert your own information. There are nine Ready-Made Forms: Technical Report, Business Report, Term Paper, Book Bibliography, Article Bibliography, Memorandum, Business Letter, Resume, and Envelope.

requester—a box through which Textcraft Plus asks for information it needs to complete an operation. Requesters can contain options, buttons, and boxes.

ruler—the horizontal display of numbered character spaces that appears at the top of the document window. Textcraft Plus uses the ruler to display the current settings for the left and right margin markers and the indent marker.

ruler icons—the line spacing, tabbing, and text alignment icons displayed above the ruler.

save—to store information, such as a Textcraft Plus document, on a disk.

scroll—to move backward or forward, left or right, through text in a document window or a list in a mini-window.

scroll arrows—the arrows at either end of the scroll bars at the bottom and the right side of the Textcraft Plus screen. To move backward or forward through a document, point to the top or the bottom arrow respectively of the right side scroll bar, and click the Selection Button on the mouse. To move left or right through a document, point to the left or right scroll arrows respectively and click the Selection Button.

scroll bars—screen gadgets comprised of elevators and arrows that enable you to move through text quickly.

scroll box—the rectangular area (the elevator) within a scroll bar that you drag in order to move rapidly from one part of a document to another.

select—any of a series of functions performed by the Selection Button on the mouse. "Select" can mean:

1. to pick and highlight an icon, menu item, or an item on list in a requester;
2. to highlight an area of text by dragging a pointer over it.

style—the appearance of the typed text as *plain*, *boldfaced*, *underlined*, *italicized*, *superscripted*, or *subscripted*.

text—the printable characters in a document; that is, the actual letters, numbers, spaces, words, sentences, paragraphs, and so forth that make up your Textcraft Plus document.

Tutorials—the collection of 23 lessons that use explanatory text and animated examples to teach you how to use Textcraft Plus productively. Tutorials are opened through an icon on the Workbench.

word processor—a tool that lets you compose documents using a computer to edit, reformat, save, and print documents. Textcraft Plus is a word processing tool for the Amiga.

Workbench—an Amiga tool that manipulates Amiga facilities. The Workbench is used to open, close, move, duplicate, and erase projects, tools and drawers, to copy or erase disks, and related functions.

window—a boxed rectangular area on the screen that allows text within it to be scrolled. A window can be enlarged, reduced, or "hidden" behind another window.

Index

Accents 85
Amiga drawers 89
Amiga, resetting 4
ASCII files 87

Backup option 32
Bibliography Form 56
Business Letter Form 52
Business Report Form 55
  sample of 81
Button 87

"Choose Options" item 22
"Choose Page Size" item 23
Clipboard 88
Close gadget 6, 88
Copying text 44, 88
Cursor 10, 88
  moving 11
Cutting text 88

Date, setting
Document window 10, 88
Document
  backup 18
  discarding 34
  editing 35
  moving through 38
  naming 17, 31
  printing 19
  saving 17, 18, 31-34
  starting 16
Drawers 18, 32, 89

Edit Menu 9, 78
Editing
  changing format 45
  changing type styles 46
  copying text 44
  cutting text 42
  erasing characters 43
  erasing text 43
  find and replace text 46
  inserting text 44
  joining paragraphs 44
  re-using or moving text 43
  reverting 48
  separating pages 44, 91
  undoing text 44
Envelope Form 62
Errors 16
Extra Menu 10, 46, 80

Files 32, 36
  "Document" 32
  ASCII 33
  types 32
  "Merge List" 33
Finding and replacing text 46
Footers 89
Format 89
  markers 22, 89

Headers 27, 89
  and footers 9
  Header Menu 29
  Layout Menu for 28
  setting date and time 28
  setting margins for 28
  title page 29
  using 27

HELP 13
Help Menu 10, 80

Icons 89
  disk 3
IFF format 32
Initializing 89
Inserting text 44

"Keyboard" item 14
Keyboard shortcuts 72
  list of 73
  using "Keyboard" item for 73
Kickstart 3, 90

Layout 23, 31, 90
  Layout Menu 9, 79
  type styles 29
  using requesters for 23
  using screen for 26
Line spacing 10, 26, 90
  setting 25, 26
Loading a file 35-38

Margins 10
  locking left 22
  markers for 90
  setting 25, 26
  top and bottom 24
Memorandum Form 58
  sample of (without address) 83
Menu area 7
Menu Button 5, 90
Menus 9, 77, 90
  choosing items 5, 7, 87
  displaying 5, 7, 88
  items in 90
  list of 77
Mouse 3, 4, 90
  pointing 7
  selecting 7
  using the 7

"New Document" item 16

Orientation (vertical or horizontal) 24

Page break 26
Page numbers 28
Page size 23
Pages, separating 44
Paragraph indent 10, 26, 30
  setting 25, 26
Pasting 91
Pointer 10, 91
Preferences 5, 23, 91
Print merge 66, 91
  creating a document with 68
  creating a merge list for 68
  example of 67
  Merge Header 68, 71
  Merge List 66, 71
  Merge Record 69
  Merge Words 66, 71
  printing with 70
  using 66
"Print Project" requester 64
Printers supported by Amiga 63
Printing 19
  document 63
  errors while 66
  setting up 64
  starting 65
Project disk 3, 4
Project menu 7-8, 77

"Quick Reminder" 13, 91
"Quit" item 19

"Read Me For News" 5, 6
Ready-Made Forms 9, 49, 91
  Book and Article Bibliography Form 56
  Business Letter Form 52
  Business Report Form 55
  Envelope Form 62
  Form Menu 50
  loading 52
  Memorandum Form 58
  Resume Form 60
  saving 50
  Technical Report Form 55
  Term Paper Form 55
  using 50
Requesters 4, 11, 92
  boxes 11, 12
  buttons 11, 12
  options 11, 12
  options in 91
Resume Form 60
  sample of (analytical) 84
  sample of (chronological) 83
Ruler 7, 10, 92
  making invisible 22

"Save" item 18, 31
Scroll bars 10
Scrolling 38, 92
Select Menu 9

Selecting 92
"dragging" 10
using pointer 41
using Select Menu 40
dragging and 88
Selection Button 5
Separating pages 91
"Set Margins and Format" 12, 24
Styles (type) 93
Styles Menu 9, 29, 79

Tabs
decimal 25, 26
regular 25, 26
setting 25, 26
Technical Report Form 55
Term Paper Form 55
sample of 82
Text alignment 10, 26, 87
setting 25, 26
Textcraft Plus
a review of 16
closing 19
copying 3
opening 3, 7, 16
screen 7
screen settings 21
Time, setting
Title bar 7
Title page 29
Tutorials 15, 93
Type styles 29
changing 46
Typing text 16, 30

Windows 5, 10, 93
active 10
Workbench 93